

# YOGI VEMANA UNIVERSITY KADAPA



## STATUTES OF YOGI VEMANA UNIVERSITY UNDER SECTION 51 OF A.P. UNIVERSITIES ACT 4 OF 1991

# **YOGI VEMANA UNIVERSITY, KADAPA**

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Under Section 51 of AP University Act 1991, the Executive Council *shall have* the authority to prepare statutes on the constitution, powers and duties of the authorities of the **Yogi Vemana** University, **Kadapa**.

In addition to the powers and duties of the Executive Council as prescribed in Section 19 of AP University Act 1991, the following are added;

1. The Executive Council *shall have* the authority to exercise powers of enquiry on person or persons, and inspection / enquiry regarding buildings, laboratories, libraries, museums, workshops and equipment and of any institutions maintained by or affiliated to the University and in respect of any matter connected with the University.
2. The Executive Council *shall have* the authority to constitute a Sub-Committee of the Executive Council to review periodically the performance of the academic and administrative departments of the University.
3. The Executive Council may suggest to the Vice-Chancellor to conduct the Executive Council meetings through video-conference mode at frequent intervals for taking appropriate timely decisions.
4. In exceptional cases, the Executive Council shall have the discretionary authority to extend the term of office of an Officer, beyond the prescribed tenure, for a further period in the larger interest and smooth functioning of the University.
5. The Executive Council may mandate that Professors **or Associate Professors** with **3** years of service *shall* work as Warden, UGC Coordinator, **Director** IQAC, Dean CDC, Dean Student Affairs, **Director** of Examinations, Controller of Examinations, Director of Admissions, **Dean Research and Development, OSD to Vice-Chancellor, PRO, Estate Officer**, Registrar etc., where necessary to develop a pool of senior and experienced persons knowledgeable in the administration.
6. The Executive Council may invite Senior Officers of State Audit and AG Audit to present observations on the financial transactions and financial status of the University in the Executive Council Meetings for taking policy decisions.
7. The Executive Council shall monitor the preparation of Annual Financial Statements and Annual Report. The Executive Council shall monitor the display of information on the academic excellence of the University in the public domain.

8.All Executive Council members shall maintain decency, decorum and a sense of accountability, collectively and individually in the matters of upholding the image and pursuit of excellence of the University.

In exercise of the powers conferred by clause (a) and (c) of Section 51(a) read with sub-section (2) (1) of Section 25 of AP Universities Act 4 of 1991, the Executive Council **frames** the following Statutes for constitution, duties and powers of the Standing Committee of the Academic Senate of **Yogi Vemana University, Kadapa.**

**1. THE STANDING COMMITTEE OF THE ACADEMIC SENATE:**

- (a) The Academic Senate has the authority to form a Standing Committee of the Academic Senate to discharge its functions in exigencies.
- (b) The Academic Senate shall authorize the Vice-Chancellor to constitute the Standing Committee of the Academic Senate.
- (c) It shall consist of the following officials/members of the University:
  - i. The Vice-Chancellor (Chairperson)
  - ii. The Rector
  - iii. The Principal of a University College
  - iv. Deans of all the Teaching Faculties in the University, and
  - v. Five (5) other members of the Academic Senate nominated by it.
  - vi. The Registrar (Secretary)
- (d) The Vice-Chancellor is the Chairperson of the Standing Committee, and will preside over all its meetings. In the absence of the Vice-Chancellor, the Rector **shall** act as the Chairperson. If the Vice-Chancellor and the Rector are unable to attend the Standing Committee meetings for any reason, Vice-Chancellor may nominate a senior Professor among the Deans of Faculties to act as the Chairperson during his/her absence.
- (e) The Vice-Chancellor may invite to the Standing Committee meeting(s) any other member(s) of the Academic Senate and / or person(s) as special invitee whose expertise, in his / her opinion, may add value to the deliberations and help arrive at a judicious decision on any subject matter under consideration at the Standing Committee.

## **2. TERM OF OFFICE:**

- (a) All the ex-officio members mentioned *under* Section 1 (c) (i-iv & vi) above are members of the Standing Committee only during their tenure in office.
- (b) The term of the members mentioned in Section 1 (c) (v) above shall be three (3) years from the date of nomination as member of the Standing Committee or until they cease to be members of the Academic Senate, whichever is earlier.

## **3. NUMBER OF MEETINGS:**

- (a) The meetings of the Standing Committee shall be convened by the Vice-Chancellor as and when necessary. The agenda for each meeting shall be prepared by the Registrar and sent to the members at least three (3) working days in advance of the meeting date.
- (b) In case of any exigency, the Vice-Chancellor may convene meeting(s) of the Standing Committee at short notice, or obtain the opinion of the members on any subject matter by circulation.

## **4. QUORUM:**

- (a) The quorum for any meeting of the Standing Committee shall be fifty per cent (50%) of the total number of the Committee members as detailed in Section (1) (c) above. In the absence of quorum, the Vice-Chancellor or the member presiding the meeting shall adjourn the meeting.
- (b) In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of an equal division of votes, the Chairperson may exercise his / her casting vote.

## **5. MINUTES OF THE MEETING:**

- (a) The proceedings of the Standing Committee shall be governed by the same rules of ~~debate~~\* as those of the Academic Senate except that no notice of motion is required and that a member may speak on any item (s) any number of times.
- (b) The Registrar is the Secretary of the Standing Committee, and shall record the minutes of the Standing Committee meeting, and circulate them to the members, if any, within one week from the date of the meeting. If no reply is received in writing from the members within three (3) working days from the date of receipt of the minutes, the minutes are deemed to have been approved.

## **6. FUNCTIONS:**

- (a) The Standing Committee shall offer its opinion and recommendations on any subject matter under the jurisdiction of the Academic Senate, as referred to it by the Vice-Chancellor or the Executive Council.
- (b) The Standing Committee shall assist the Vice-Chancellor in preparing the Agenda for the Academic Senate meetings, and prepare notes on any subject included in the Agenda of the Academic Senate or any of its Committee meetings.
- (c) The Vice-Chancellor may implement the resolutions, pending approval by the Academic Senate and/or the Executive Council. The Vice-Chancellor shall, however, report the proceedings of the Standing Committee meetings, together with the action taken on the resolutions, to the Academic Senate and /or Executive Council at the earliest opportunity.

In exercise of the powers conferred by sub-sections (a) and (c) of Section 51 of the Andhra Pradesh Universities Act 4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute in respect of the constitution, method of nomination, additional powers and functions and procedure at the meetings for transaction of business by the Finance Committee of the Yogi Vemana University, Kadapa.

**1. THE FINANCE COMMITTEE:**

- (a) The Finance Committee is a Sub-Committee of the Executive Council and shall consist of the members specified in the Act.

**2. CONDUCT OF THE MEETINGS:**

- (a) The Finance Committee shall meet at least once in three (3) months preferably before the meeting of the Executive Council, and may meet more often, if necessary, to examine the accounts and to scrutinize the proposals for expenditure.
- (b) The Finance Officer shall, with the approval of the Vice-Chancellor, issue notice at least seven (7) working days in advance for the meeting, and circulate the agenda to the members of the Finance Committee at least three (3) working days in advance of the meeting date.
- (c) The quorum for the meeting shall be three (3) members.
- (d) The Finance Officer may take part in the deliberations of the meeting of the Finance Committee, but is not entitled to participate in the voting,
- (e) The Finance Officer shall record the minutes of the meeting, obtain the approval of the Vice-Chancellor, and circulate them to the members of the Finance Committee. A copy of the confirmed minutes shall be sent to the Registrar.
- (f) The confirmed minutes of a Finance Committee meeting along with the recommendations, if any, shall be submitted to the Executive Council in its next immediate meeting for consideration.

**3. DUTIES & FUNCTIONS:**

The Finance Committee shall perform the following duties and functions, in addition to and including those specified in the Act:

- (a) examine the annual accounts of the university and advise the Executive Council thereon;
- (b) examine the annual budget estimates and advise the Executive Council thereon;
- (c) review the financial position of the University from time to time;
- (d) make recommendations to the Executive Council on all matters relating to the finances of the University;
- (e) make recommendations to the Executive Council on all proposals for purchase of items in the university offices and departments involving expenditure that exceeds the limit prescribed by the Executive Council;
- (f) make recommendations to the Executive Council on all proposals involving expenditure for which no provision has been made in the budget, or which involves expenditure in excess of the amount provided in the budget;
- (g) make recommendations to the Executive Council for holding, ~~and~~ administering **and protecting** the properties and funds of the University;
- (h) recommend to the Executive Council the mode of administration of all properties and funds placed at the disposal of the University for specific purposes;
- (i) consider the Audit Reports with a statement of action taken or proposed to be taken and the explanation thereto as submitted by the Finance Officer for placing it before the Executive Council;
- (j) recommend limits for the total recurring and non-recurring expenditure for the year;
- (k) recommend the methods, procedures, forms and registers for maintaining the University accounts;
- (l) exercise such other powers assigned to it by the Executive Council on the financial matters of the university.

In exercise of the powers conferred by sub-section (v) of Section 17 and sub-section (a) and (c) of section 51 of the Andhra Pradesh Universities Act 4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute for the Planning & Monitoring Board as an authority of the Yogi Vemana University, Kadapa and defining its constitution, powers and functions.

**1. THE PLANNING & MONITORING BOARD:**

- (a) There shall be a Planning and Monitoring Board (P & M Board) for the University. The P & M Board shall consist of the members specified in the Act
- (b) The Vice-Chancellor is authorized to invite persons of national eminence to the meetings of Planning and Monitoring Board (P & M Board).

**2. THE MEETINGS:**

- (a) Planning and Monitoring Board shall meet at least once in every six months, and more often as required and determined by the Vice-Chancellor.
- (b) The Registrar/ planning development officer shall circulate a notice, together with the agenda, for every meeting of the Board to the members of the Board at least two weeks in advance of the meeting date. The Vice-Chancellor may convene a meeting to consider matters which in his opinion are urgent, giving notice shorter than two weeks. The Chairperson may at his/her discretion include any item in the agenda for which due notice could not be given.
- (c) The Vice-Chancellor shall preside over the meetings.
- (d) The quorum for the meeting of the Board shall be four(4) members including the Chairperson.
- (e) The proceedings of a Board meeting shall be recorded by the Registrar/ planning and development officer and submitted to the Chairperson for approval. The approved minutes shall be communicated to all the members within ten days from the date of the meeting. Members who were present at the meeting may raise, within one week from the date of circulation, any objection or propose an amendment. If the objection or the amendment is received within the stipulated period, its validity or otherwise will be decided by the Vice-Chancellor, whose decision thereon shall be final.

- (f) The Registrar shall, as soon as possible, place the minutes of the meeting before the Academic Senate / Executive Council for approval, and the approved recommendations of the Board shall be implemented by the concerned officer of the university.

### **3. DUTIES AND FUNCTIONS:**

The Board is an advisory body to the Academic Senate / Executive Council on all matters relating to the academic planning and development in the University. The Planning and Monitoring Board shall exercise and perform the following functions:

- (a) Prepare an academic road-map for the **U**niversity and help prepare a five year Perspective Plan and oversee its implementation;
- (b) Formulate short-term and long-term policies in conformity with the guidelines issued from time to time by statutory bodies like UGC, AICTE, NCTE, APSCHE, **CSIR, DST, ISRO, MOES, MOEF, ICMR, ICSSR** etc. for improving academic and administrative standards in the University;
- (c) Identify the targets that would help to improve the quality of teaching-learning, research, consultancy, collaboration with industry, twinning programmes, extension and community engagement, student progression, women empowerment, and social equity in the University and develop suitable performance parameters for measuring quality and progress;
- (d) Suggest reforms in teaching-learning process in tune with the emerging education technologies, and integrating e-learning with conventional methods of teaching;
- (e) Suggest examination reforms for comprehensive evaluation of the student's knowledge in core and applied areas of study through a transparent process;
- (f) Identify bridge courses, inter-disciplinary and add-on diploma courses for introduction in under-graduate and post-graduate programmes;
- (g) Identify thrust areas of research in all faculties and facilitate conduct of high-quality and advanced research in the University departments;
- (h) Review the progress of teaching, extension, research and extra-curricular activities in the University and evaluate them against the standards set by accreditation agencies like NAAC, AICTE, NBA, ISO etc., and make suggestions for bridging the gaps, if any;

- (i) Monitor the academic performance of the affiliated colleges with the help of University statutory authorities like College Development Council, Directorate of Academic Audit, **Directorate of Evaluation Examinations** etc.;
- (j) Guide the affiliated colleges in matters of faculty development and exposure to the latest trends in teaching-learning and help them lead themselves towards an academic consortium;
- (k) Suggest suitable content digitization modules, skill development and entrepreneurial ability promotion programmes to blend with the course modules, and such measures as would enhance quality pursuits of the faculty and students;
- (l) Recommend suitable capacity building measures and monitoring programs for non-teaching staff;
- (m) Any other function that aims to improve the academic standards and student's progress in the University, as decided and referred to the Board, from time to time, by the Vice-chancellor and/or the Executive Council / Academic Senate.

In exercise of the powers conferred by sub-section (v) of Section 17 and sub-section (a) and (c) of section 51 of the Andhra Pradesh Universities Act 4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute for the 'College Development Council (CDC)' as an authority of the Yogi Vemana University, Kadapa and defining its constitution, powers and functions.

**1. THE COLLEGE DEVELOPMENT COUNCIL:**

(a) The Executive Council is the competent authority to constitute the College Development Council (CDC) for the University.

(b) The members of the Council are:

- i. The Vice-Chancellor (Chairperson)
  - ii. The Rector
  - iii. The Registrar
  - iv. All the Deans of Teaching Faculties
  - v. The Commissioner of Collegiate Education or his/her nominee
  - vi. Principal of an affiliated Autonomous College
  - vii. Principal of a Professional College
  - viii. Principal of an affiliated P G College
  - ix. Principal of an affiliated UG College
  - x. The Dean of CDC (Member-Secretary)
- } Nominated by the Executive Council

(c) The term of the members of the Council shall be three (3) years or the duration of their office, and a member shall cease to be a member of the Council from the date on which he / she ceases to hold the Office by which he has been nominated member.

**2. MEETINGS OF COLLEGE DEVELOPMENT COUNCIL (CDC):**

(a) The College Development Council (CDC) shall meet at least twice in an academic year, preceding the meeting of the Academic Senate, to review the implementation of various programmes and activities in the colleges affiliated to the University.

(b) The Dean, CDC, shall convene the meeting of the College Development Council on a day, time and venue approved by the Vice-Chancellor.

(c) The quorum for any meeting shall be one-third of the total CDC members.

- (d) The Vice-Chancellor shall preside over the meeting of the CDC. In his / her absence, the Rector shall preside. In the absence of both, the senior-most among the Deans of Faculties shall preside and conduct the meeting.
- (e) The Minutes of the meetings shall be prepared by the Dean, CDC, and submit the same for the approval of the Vice-Chancellor. The minutes as approved by the Vice-Chancellor shall be communicated to all the members.
- (f) The minutes shall be under the custody of the Dean, CDC, and he / she shall preserve them till such time as the Executive Council directs.

### 3. FUNCTIONS OF THE COLLEGE DEVELOPMENT COUNCIL (CDC):

- (a) The Dean, CDC shall convene a meeting of the Principals of affiliated Colleges in the university area at least once in a year to :
  - i. appraise them of the procedure for inclusion of Colleges under Section 2 (f) and 12 (B) of the U.G.C. Act, 1956, for financial assistance;
  - ii. appraise and monitor the implementation of various schemes of the U.G.C., RUSA and other funding agencies;
  - iii. approve the academic schedule for the academic year;
  - iv. offer suggestions on assessment and accreditation procedures by NAAC, NBA, ISO etc.
  - v. conduct periodic capacity building programs for colleges in ~~alliance~~ coordination with IQAC, and take-up any other matter that contributes to the improvement of quality of education in the Colleges.
  - vi. conduct annual survey based on identified criterion for establishing the need for starting new colleges and courses.
  - vii. conduct performance review of colleges from time to time for consideration by the Executive Council.
  - viii. maintain an exhaustive data base on colleges and place it in the public domain.
- (b) The CDC shall ensure that the grants received by the Colleges for the purchase of books and journals, equipment, construction of buildings, etc., from UGC, RUSA and other funding agencies are properly utilized and maintained, keeping the following in view:

- i. separate 'Assets Registers' for the items acquired from the grants sanctioned by the UGC / **RUSA**.
  - ii. the books, journals **and e-learning equipment** purchased from the UGC funds are displayed with a seal on each book on the cover page showing the details of Plan and Scheme like 'UGC-\_\_\_\_\_ Plan - UG Grant';
  - iii. the equipment purchased under different schemes during plan periods are labeled with paint showing the details of UGC Scheme, like 'UGC-Autonomous/ **RUSA funds.**'
  - iv. the buildings constructed partly or totally from the UGC/ **RUSA** funds are acknowledged with the display of a plaque showing the details of UGC plan / **RUSA** and scheme, like 'UGC-\_\_\_\_\_ Plan - Women's Hostel Scheme'. It must be fixed in the front wall of the Building;
  - v. any item which is purchased or constructed either partly or totally from the UGC/ **RUSA** fund is not disposed of without obtaining prior approval from the UGC/ **RUSA**.
  - vi. the UGC grants or assets are not utilized for the self-financing courses; and
  - vii. all the accounts, records and registers are maintained separately Plan-wise, Scheme-wise for the funds received from the UGC/ **RUSA** and produced as and when required.
- (c) The College Development Council shall take, in consultation with the authorities of the University and APSCHE, such steps as it deems fit for the promotion, coordination and raising the standards of education, and improving the accreditation percentage of all colleges in the University area. For this purpose, it shall perform such functions as may, from time to time, be prescribed by the **Executive Council** through Ordinances.

In exercise of the powers conferred by sub-section (v) of Section 17 and sub-section (a) and (c) of section 51 of the Andhra Pradesh Universities Act 4 of 1991 and amendments made thereon, the Executive Council hereby makes the following Statute declaring the Research Advisory Committee as an authority of the Yogi Vemana University, Kadapa and defining its constitution, powers and functions.

**1. THE RESEARCH ADVISORY COMMITTEE (RAC):**

- (a) There shall be a Research Advisory Committee (RAC), which is an authority of the University, to devise policies that promote and propagate high quality research in the University.
- (b) The Research Advisory Committee shall consist of : -
- i. The Vice-Chancellor
  - ii. The Rector
  - iii. FIVE (5) Deans of the Faculties, viz., Arts, Commerce, Law & Management, Education, Engineering, and Sciences.
  - iv. Three experts from outside the University representing Science, Engineering, Commerce, Law & Management, and Arts, to be nominated by the Vice-Chancellor.
  - v. The Principal of a University College / Dean Faculties ~~of a School~~, to be nominated by the Vice-Chancellor. (Convener)
- (c) The Vice-Chancellor may invite, at his / her discretion, any expert(s) to the meetings of RAC to advise the University on matters relating to Research and Development plans and activities of the University.
- (d) The Vice-Chancellor is the Chairperson of the Committee.
- (e) The term of office of the members nominated by the Vice-Chancellor under clauses 1 (b) (iii-v) above shall be three (3) years.
- (f) A member nominated in his / her capacity as an official shall cease to be a member of the Committee from the date on which he / she ceases to be an officer.
- (g) Any person nominated against a vacancy occurring before the expiry of the original term of three years (3) shall, subject to other provisions, be a member of the Committee only for the residual period for which the person whose place he / she has filled would have been a member.

## 2. MEETINGS OF RESEARCH ADVISORY COMMITTEE (R A C):

- (a) The Research Advisory Committee shall meet at least once in six months, or as often as it may be necessary.
- (b) The Vice-Chancellor shall preside over the meeting of the Research Advisory Committee. In his absence, the **Rector** /Pro-Vice-Chancellor shall preside.
- (c) Two weeks' notice shall ordinarily be given for each meeting. In special circumstances, a meeting may be convened at shorter notice. Under orders of the Vice-Chancellor, the Convener shall issue the notice informing members of the day, date, time and venue of the meeting.

The Convener shall also send the agenda to each member at least one week in advance of the date of the meeting. However, at shorter notice, the Vice-Chancellor may bring before the meeting any item considered by him/**her** as urgent, for discussion at any meeting of the Committee or he/she may table an item at the meeting for discussion.

Any item for inclusion in the agenda as proposed by a member may be included with the approval of the Vice-Chancellor.

- (d) The Convener shall submit to the Vice-Chancellor the minutes of the meeting within one week after the meeting and submit them to the Vice-Chancellor or through the member who presided over the meeting to the Vice-Chancellor. The minutes as approved shall be communicated to all the members of the Committee.
- (e) The Convener shall, as early as possible, but not later than 15 days from the date of approval of the minutes, initiate action on resolutions passed at the meeting of the Committee.
- (f) The minutes shall be **communicated to the Academic Section to place before Academic Standing Committee and Executive Council for approval.**

## 3. DUTIES AND FUNCTIONS OF THE RESEARCH ADVISORY COMMITTEE (R A C):

The Committee is a recommending body in respect of all policies relating to research, both fundamental and applied, in the University, and will suggest such action as may be necessary for encouraging, monitoring, and coordinating research activities in the University. In particular, it shall have the following powers and functions;

- (a) suggest various steps for promoting quality research in the University, and for this purpose call for such reports and other information as may be required from time to time from all those concerned with research in the University;
- (b) suggest the areas of research which the University could undertake in time-bound and goal-oriented projects funded by the Central / State Governments or other funding agencies, national and international, and industries and companies;
- (c) formulate the criterion for admission to research degrees ~~like M-Phil and PhD~~, structure of course work and evaluation, in accordance with the guidelines issued by the national regulatory bodies like the UGC, AICTE, NCTE etc.
- (d) based on the areas of expertise and facilities available in the departments and laboratories of the University, suggest –
  - i. nature and type of consultancy and testing services to be provided for various types of users like industries, companies and other research institutions in India or abroad;
  - ii. fee to be collected for such services; and determine the proportional distribution of consultancy fee between the university, ~~department~~, and staff ~~the investigator~~ in the ratio of 33.3:66.7, respectively.
  - iii. the purposes for which the fee collected is to be utilized;
- (e) monitor the research projects undertaken in the departments,
- (f) encourage interdisciplinary and multidisciplinary research in the University, and collaborative research with other research institutions;
- (g) take steps to promote the quality of research publications in the University, and encourage research journal publication activity;
- (h) investigate any case of plagiarism indulged in by any teacher and / or researcher of the University, and to submit a detailed report to the Executive Council;
- (i) to assist the Planning and Monitoring Board in the preparation and implementation of a Perspective Plan for the University;
- (j) consider such other issues relating to research as may be referred to it by the Vice-Chancellor or any other Authority of the University.

**STATUTE  
No. 7**

**CONSTITUTION AND FUNCTIONS OF THE INTERNAL  
QUALITY ASSURANCE CELL (IQAC), AND APPOINTMENT,  
DUTIES AND POWERS OF DIRECTOR, IQAC**

In exercise of the powers conferred by Clause (v) of Section 17 read with Clause (a) of Section 51 of A.P. Universities [Act 4 of 1991](#), the Executive Council hereby makes this Statute in respect of the constitution and functions of Internal Quality Assurance Cell (IQAC) as an authority of the [Yogi Vemana University, Kadapa](#) and appointment, duties and powers of Director, IQAC.

**1. INTERNAL QUALITY ASSURANCE CELL (IQAC):**

- (a) The University shall constitute an Internal Quality Assurance Cell (IQAC) to
- i. develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University, and
  - ii. promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- (b) The Vice-Chancellor shall be the Chairperson of the IQAC and he / she shall be assisted by a Director.

**2. DIRECTOR, IQAC:**

- (a) The Director of IQAC shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from among the Professors of the University;
- (b) The term of appointment for the Director shall be initially for a period of two years. It is extendable by one more year.
- (c) In addition to the pay and allowances as a teacher, the Director shall be paid monthly such additional allowance as may be prescribed by the Executive Council / recommended by the UGC;
- (d) The Director is the head of the IQAC of the University. Subject to the general control and supervision of the Vice-Chancellor, the Director shall exercise such powers and duties required for achieving the objectives of the IQAC.
- (e) When the office of the Director falls vacant, or when he / she is unable to attend office due to any reason, the duties of the Director shall be performed by such other

person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

### **3. COMPOSITION OF THE IQAC:**

(a) The members of IQAC are:

- i. The Vice-Chancellor (Chairperson)
- ii. Eight (8) senior teachers from major Faculties of the University
- iii. One (1) senior administrative official of the University
- iv. Three (3) external experts on Management / Industry / Local Community
- v. **Students and Alumni**
- vi. Director, IQAC (Member-Secretary)

(b) The members at (ii), (iii) and (iv) above shall be nominated by the Vice-Chancellor. The term of the nominated members shall be a period of two (2) years.

(c) A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice-Chancellor. Any person appointed against a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of the IQAC only for the residuary period for which the person whose place he / she has filled would have been a member.

(d) The IQAC shall meet at least once in three (3) months. The quorum for the meeting shall be two-third of the total members.

(e) The agenda, minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format by the Director.

### **4. FUNCTIONS OF THE IQAC:**

(a) The IQAC shall develop and apply quality benchmarks / parameters for the various academic and administrative activities of the University;

(b) facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

(c) arrange for feedback from students, parents and other stakeholders on quality-related institutional processes and analyze the feedback on scientific lines.;

(d) Disseminate information on the various quality parameters of higher education;

- (e) Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (f) Document the various programmes/activities of the University, leading to quality improvement;
- (g) Act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- (h) Develop and maintain Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- (i) Develop quality culture in the University;
- (j) Prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters / assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- (k) Develop bi-annual Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR;
- (l) Interact with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

In exercise of the powers conferred by Sub-Sections (1) (2) (3) of Section 26 of the Andhra Pradesh Universities Act 4 of 1991 read with clause (iii) of Section 17 and clause (J) of section 51 of the said Act, the Executive Council hereby makes this Statute in respect of constitution and functions of the Faculties in the Yogi Vemana University, Kadapa.

**1. THE FACULTY:**

- (a) The University shall have such Faculties as are constituted by the Executive Council and added to the list from time to time.
- (b) Each Faculty shall consist of those Departments of Teaching as specified by the Executive Council.
- (c) Each Faculty shall be headed by a Dean who is appointed by the Executive Council on the recommendation of the Vice-Chancellor.

**2. DEFINITION OF FACULTY:**

- (a) A group of departments in a College that specialize in a particular subject or group of subjects and the people who teach in a department in a College as “Teachers” and “Teachers of the University” as defined in the Act.

**3. THE MEMBERS OF THE FACULTY: (The following are the members of the Faculty)**

- i. The Chairpersons of all the Boards of Studies of the Departments of Teaching that come under that Faculty (ex-officio members),
  - ii. One senior teacher from each of the department concerned under the Faculty, nominated by the respective Boards of Studies,
  - iii. Two (2) from the related faculty members nominated by the Vice-Chancellor to each faculty in order to give adequate representation in the Faculty,
- (a) The term of an ex-officio member of the Faculty in the category of 3 (i) is his / her duration as the Chairperson of the BoS. For the members under category 3(ii), the term is two (2) years from the date of nomination to the Faculty or till the date of superannuation, whichever is earlier. For category 3 (iii), the term is two (2) years.

- (b) The quorum for a Faculty meeting shall be fifty per cent (50%) of the total members of the Faculty.
- (c) The Faculty shall meet at least twice in a year at such intervals, place, and time as decided by the Dean.

## **2. POWERS AND FUNCTIONS:**

Each Faculty shall have the following powers and functions:

- (a) To specify a common scheme of course structure, instructional hours, pattern of marks and evaluation, internal and external components for the courses / subjects included in Faculty;
- (b) To forward the resolutions of the Departmental Committees / Boards of Studies of the departments, which are included in the Faculty, to the Academic Senate along with its opinion / recommendations;
- (c) To recommend to the Academic Senate, the admission criteria, course structure, examination pattern and regulations for the award of Degrees, Diplomas and other Distinctions for the existing and / or new courses offered in all those departments under the Faculty,
- (d) To recommend the introduction of 'School System' in a given Faculty. Each School shall consist of a group of Departments of Teaching that are inter-related, as decided by the Faculty;
- (e) To deal with any other matter relating to the Faculty concerned, and referred to it by the Vice-Chancellor / Executive Council / Academic Senate.

In exercise of the powers conferred by Section (25) of Section 19 read with (j), and (a) of Section 51 of Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Statute on the powers and duties of the Vice-Chancellor in addition to the powers specified in Section 13 of the Act, the Vice-Chancellor (V-C) shall exercise the following powers without prejudice to the provisions of the A P Universities Act 4 of 1991.

**1. ACADEMIC AND ADMINISTRATIVE POWERS:**

- (a) In addition to the powers conferred by the Act, the Vice-Chancellor shall exercise all powers at his / her disposal to maintain discipline among the students, teaching, and non-teaching employees of the University.
- (b) Exercise general control of all the institutions of teaching, research and extension under the purview of the University. The VC is empowered to inspect, or cause to inspect, all the colleges and institutions affiliated to, and associated with, the University.
- (c) Exercise control of all University buildings / assets and shall be the final authority for allocating accommodation for administrative, teaching, and residential purposes based on the recommendations of the concerned.
- (d) Be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the regulations framed in this regard from time to time by the University.
- (e) Represent the University on the Association of Indian Universities, Association of Commonwealth Universities and other similar bodies or Associations in India or abroad.
- (f) The Vice-Chancellor shall have the powers to :
  - (i) Institute an enquiry in respect of any matter concerning the University or the conduct of an employee;
  - (ii) Retire an employee of the University on attaining the age of superannuation, and sanction his / her Pension, Provident Fund and all other retirement benefits as recommended by the appropriate authorities in accordance with the regulations in force;
  - (iii) Transfer teaching and non-teaching staff of the University;

- (iv) Invite persons of eminence to deliver extension lectures, and sanction honorarium within the budgeted provision;
- (v) Depute employees of the University to attend National or International conferences or for any purpose connected with the University within the budgeted provision;
- (vi) To meet specific work needs, a committee with an internal and external component be appointed to assess the work load and to determine the nature and duration of contractual engagement of contingent staff. The same Committee shall finalize the candidates as per requirement. Such contingent staff during engagement shall be paid their remuneration from the internal resources;
- (vii) Acquire buildings on lease for use as Colleges, Hostels and any other departments of the University, and authorize execution of the rental deeds and payment of rents, subject to budgetary provisions and in accordance with the assessment of rent made by the University Engineer / appropriate authority;
- (viii) Permit/refuse any request from university employees to accept any honorary work outside the University;
- (ix) Permit University employees to accept the offer from other Universities and Institutions as examiner / member of academic bodies, be it remunerative or otherwise, without prejudice to their normal duties;
- (x) Grant permission to the university teachers to accept membership of any committees of the State / Central Governments and other Institutions, and to attend their meetings without prejudice to their normal duties, and treat their absence for such purpose as on duty as per leave rules in vogue;
- (xi) Take appropriate disciplinary measures against those found engaged in offering private tuition / serving or running coaching centres;
- (xii) Appoint, approve/reject/nominate paper setters/examiners / adjudicators / experts from the panels recommended ~~for the purpose~~ by the respective Boards of Studies/outside the panel for the purpose; ~~of the teaching departments;~~
- (xiii) Approve and declare the results of University examinations, and report the same to the Executive Council;

- (xiv) Make in-charge arrangements in case of vacancies of Heads of Departments and Heads of Institutions till permanent appointments are made;
- (xv) Appoint Inspection Committees to grant / suspend / withdraw affiliation or recognition status to the Colleges/Institutions;
- (xvi) **Conduct** an annual review of the academic and administrative performance of the University during the previous academic year.

## 2. POWERS TO SANCTION LEAVE:

The Vice-Chancellor shall have the power to:

- (a) Sanction leaves of all kinds to the Registrar, Principals, Deans, Directors, Heads of Departments, Principal of the college(s) and to make alternate arrangements;
- (b) Grant extra-ordinary leave without pay and allowances to the teaching and non-teaching employees of the University as per the leave rules in vogue;
- (c) Permit sanction and encashment of earned leave to vacation staff for performing duty during the vacation period for the duration of the vacation forgone;
- (d) Commute / convert unauthorized absence from service up to a maximum of 15 days into leave the employee is eligible for, sufficient reason;
- (e) Sanction annual increments to the teaching staff of and above the rank of Assistant Professor, and non-teaching employees of and above the rank of Assistant Registrar on the basis of satisfactory service as certified by the competent authority;
- (f) Sanction / withhold confirmation of probation for teaching and non-teaching employees appointed on regular basis.
- (g) **Initiate action on the Staff, holding Academic/Administrative positions and Section heads who leave the head quarters without prior permission from the office of the Vice-Chancellor.**

## 3. FINANCIAL POWERS:

The Vice-Chancellor shall have powers to:

- (a) Authorize to open new Heads of Accounts in connection with projects / schemes which are sanctioned / permitted by the Executive Council;

- (b) Authorize transfer of amount from one sub-head to another in the approved budget to meet any expenditure in exigencies;
- (c) Allot funds from within the allocated grant to faculty members of the university towards assistance for publication of original work, compilation and revision of subject books, etc.;
- (d) Decide all matters relating to scholarships, **free-ships**, fellowships, etc., without any financial loss and commitment to the University,
- (e) Sanction non-recurring expenditure for a research project of urgency from the savings of the University, and report to the Finance Committee / Executive Council;
- (f) Sanction purchase of furniture and office equipment subject to the provisions made in the budget;
- (g) Sanction remission or write off of irrecoverable losses and damages of stocks of the University, as per the ceilings prescribed by the Executive Council from time to time;
- (h) Accord administrative and financial approval to the plans and estimates prepared by the University Engineer for additions, alterations and repairs to the existing University roads and buildings subject to the provisions in the budget;
- (i) Sanction expenditure for the purchase of any machinery, equipment, apparatus, subject to the recommendations of the Purchase Committee / Finance Committee, and as per the ceiling prescribed by the Executive Council from time to time;
- (j) Sanction tour / excursion charges to the students of the University subject to budgetary provisions;
- (k) Provide for student counselling as prescribed by the UGC in the University and the colleges;
- (l) Sanction loans and advances as per Government orders issued from time to time;
- (m) Accept tenders for works, and tenders or quotations for supplies of materials, up to an amount prescribed by the Executive Council,

- (n) Authorize the officer concerned to dispose of unserviceable articles and materials where the book value in each case does not exceed by an amount that was fixed by the competent authority;
- (o) Authorize the sale / lease of all standing / fallen trees, grass, and produce in the lands belonging to the University.

#### **4. DELEGATION OF POWERS:**

The Vice-Chancellor may, in exceptional circumstances, delegate any of his / her duties and powers to a Board or a Committee or an Officer of the University without prejudice to the provisions of the Act, Statutes and Ordinances of the University.

In exercise of the powers conferred by clause (b) of Section (51) read with Section 14 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the powers and duties of the Rector of the Yogi Vemana University, Kadapa.

**1. APPOINTMENT OF RECTOR:**

- (a) The Executive Council is the competent authority to appoint the Rector (Pro-Vice-Chancellor) on the recommendations of the Vice-Chancellor.
- (b) The Rector shall be a University teacher in the cadre of Professor with a minimum of 10 years of total permanent service in the University.
- (c) The Rector shall be appointed for a period of one year at a time, and is eligible for re-appointment provided, however, the same person shall not hold office as Rector for more than three years.

**2. DUTIES AND POWERS OF RECTOR :**

- (a) The Rector shall be a whole-time officer. However, the Vice-Chancellor may permit him to engage in teaching and research.
- (b) The Rector shall exercise such powers and perform such duties and functions in regard to the matters which may be entrusted or delegated to him / her by the E.C, A.S or the Vice-Chancellor. The Vice-Chancellor may however, *suo motu* or otherwise, amend, alter or annul any order or action taken by the Rector, if such an order / action is found to be in violation of the provisions of the Act / Statutes / Ordinances / Regulations of the University or the interests of the University.
- (c) The position of the Rector shall not be used as an additional channel of hierarchical communication but as one **who** assists the Vice-Chancellor in strengthening the academic administration and in coordinating student activities.
- (d) The Rector is an ex-officio member of the Executive Council, Academic Senate and Standing Committee of the Academic Senate.
- (e) Wherever the Vice-Chancellor is the Chairperson of a body or a Committee of the University and if he / she is absent at a meeting of such body or Committee, the Rector shall preside over such meetings.

- (f) The Rector, on the advice of the Vice-Chancellor, may be present at any meeting of any authority, body or Committee of the University, and address, but is not entitled to vote unless he / she is a member of that Committee, body or authority.
- (g) The Rector shall organize the preparation of the Annual Report of the University by 31<sup>st</sup> ~~December~~ **May** of every year for submission to the Academic Senate and Executive Council.

### **3. GENERAL:**

- (a) The Rector is entitled to draw the salary and other allowances which he / she would have drawn as Professor.
- (b) The Rector is entitled to such honorarium and perquisites as may be decided by the Executive Council on the recommendations of the Vice-Chancellor.
- (c) The Rector is entitled for leave, including encashment of leave for the period of service as Rector, as applicable to the administrative officers of the University, and in lieu of leave entitlement as Professor.
- (d) The Executive Council is the competent authority to accept the resignation of the Rector on the recommendation of the Vice-Chancellor.

In exercise of the powers conferred by clause (b) of Section (51) read with Sub-Section (1) of Section 15 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the powers and duties of the Registrar of the Yogi Vemana University, Kadapa.

The following shall be the powers, functions and duties of Registrar:

**1. SUPERVISORY POWERS:**

- (a) Subject to the general direction and control of the Vice-Chancellor, the Registrar shall be the Administrative Officer of the University. The Registrar shall entrust the duties and functions that are not covered by the Statutes, to the employees of the University with the consent of the Vice-Chancellor.
- (b) The Registrar shall take all actions that are required for efficient functioning of the University offices.
- (c) The Registrar is the Secretary of the Executive Council, Academic Senate, the Standing Committee of the Academic Senate, but is not entitled to participate in voting unless he / she is a member.

**2. ACADEMIC & ADMINISTRATIVE POWERS:**

The Registrar shall have the power to

- (a) Maintain the general discipline of the offices of the University, and shall have disciplinary control over the employees of the University offices to the extent delegated by the Vice-Chancellor;
- (b) Prepare the agenda notes with the approval of the Vice-Chancellor for the meetings of the Executive Council, Academic Senate, and the Standing Committee of the Academic Senate;
- (c) Permit non-teaching employees of the University to pursue higher study / training without prejudice to the normal duties in the office and subject to the regulations in force; (regular employees have such permission)
- (d) Approve inter-sectional part-time arrangements, with or without remuneration, as per work-load requirements;

- (e) Forward the applications of **regular** teaching and non-teaching employees who are seeking outside employment, as per regulations in vogue;
- (f) Forward research proposals submitted by the **regular** faculty to various funding agencies;
- (g) Authenticate the transcripts of certificates, and statement / memorandum of marks of the University;
- (h) Certify the genuineness of all certificates issued by the University, and the syllabi of courses offered in the University, now or in the past;
- (i) Transfer non-teaching staff up to the rank of Superintendent;
- (j) Issue 'No Objection Certificates' to employees (teaching and non-teaching) for obtaining passports and visas as per approved guidelines;
- (k) Approve the schedule of the meetings of the Board of Studies, Faculties, Inspection Committees etc., in accordance with the Regulations;
- (l) Permit teachers to attend meetings of Selection Committees / Governing Body meetings of affiliated colleges / institutions of the University, without prejudice to teaching work in the departments;
- (m) Approve the appointments of teachers in private affiliated colleges, based on the recommendations of the Dean, College Development Council, and as per rules framed in this regard;
- (n) Process the requests from the employees, teachers and students of the University, for change of name as per the prescribed procedures;
- (o) Sanction leaves of all kinds to the non-teaching employees, and to make in-charge arrangements;
- (p) Sanction annual increments to the teaching and non-teaching staff of the categories not covered under the powers of the Vice-Chancellor;
- (q) Sanction TA / DA to all the employees including teachers who perform journeys on official work of the University;
- (r) Sanction expenditure on bills in respect of notification / advertisement in newspapers subject to the provision made in the budget for the purpose.

### **3. DUTIES OF THE REGISTRAR:**

It shall be the duty of the Registrar to

- (a) Conduct official correspondence of the University offices. He/ **She** shall be responsible for the proper maintenance and custody of all the records of the University;
- (b) Maintain an updated website of the University with all information relating to the academic and administrative activity in the University;
- (c) Report all correspondence and circulars relating to regulations, reports, clarifications, suggestions, etc., received from the State and Central Governments and their agencies, to the Vice-Chancellor for appropriate action;
- (d) Be the custodian of **the official records, correspondence**, common seal and such other properties of the University (movable / immovable) committed to his / her charge by the Executive Council;
- (e) Issue notices and convene the meetings of the Executive Council, Academic Senate, Standing Committee of the Academic Senate, and other Committees of the University, under the instructions of the Vice-Chancellor;
- (f) Prepare and maintain a record of proceedings of the meetings of the Executive Council, Academic Senate, Standing Committee of the Academic Senate in his / her capacity as Secretary of these bodies;
- (g) Sign all the contracts, agreements and memoranda of understandings (MoU) on behalf of the University under the directions of the Vice-Chancellor / Executive Council;
- (h) Maintain a register of the Registered Graduates of the University in a prescribed form;
- (i) To assist the Executive Council to prepare, in consultation with the Finance Officer, the financial estimates and annual accounts, ensure the expenditure of the budgeted amounts for the purposes to which they are granted or allotted, and manage the property and investments of the University;
- (j) Realize and receive all grants and other moneys due to the University from whichever source that may be, and arrange for the issue of receipts;
- (k) Record and preserve safely the minutes of proceedings of the meetings of all Statutory Authorities, Selection Committees, Planning and Monitoring Board, in both electronic and print form;

- (l) Publish the citizen charter, all manuals, rules and regulations of various departments, ordinances, statutes and statutory regulations, etc., update them periodically and uplink to the University website;
  - (m) Represent the University in any suit or litigation and provide necessary assistance in the cases;
  - (n) Perform such other functions as may be prescribed, from time to time, by the Executive Council / Vice-Chancellor;
  - (o) Ensure preparation of seniority lists of **regular** teachers and non-teaching staff working in different cadres;
4. The Registrar shall carry out all the legitimate orders of the Vice-Chancellor, and render such assistance as may be required to the Vice-Chancellor in the performance of his / her duties.

In exercise of the powers conferred by clause (b) of Section (51) read with Sub-Section (1) of Section 16 of the Andhra Pradesh Universities [Act 4 of 1991](#), the Executive Council hereby makes this Statute in respect of the duties and powers of the Finance Officer [of the Yogi Vemana University, Kadapa](#).

**1. GENERAL:**

The Finance Officer shall be appointed on tenure basis only by the Vice- Chancellor through a Screening Committee consisting of one former Vice-Chancellor as Chairperson, one member from the Finance Department, one Registrar of a sister University, one senior officer from the office of the Principal AG as members, with the Registrar of the University as Member-Convener. This Committee evaluates the proficiency in finance management and the requisite qualifications in the field of the applicant candidate drawn from Universities in the cadre of Deputy Registrar and above, Deputy Director and above from the departments of State Audit and Treasuries and Accounts, Audit Officer and above from the office of the Principal AG.

The appointment of Finance Officer shall be by selection and not by promotion from the feeder category.

**2. DUTIES OF FINANCE OFFICER:**

The Finance Officer shall be the ex-officio Secretary of the Finance Committee. Subject to the control of the Executive Council and the procedures laid down by the competent authority in the University, the Finance Officer shall

- (a) Be the custodian of all Securities, Grants, Endowments, and cash of the University;
- (b) Realize and receive all grants or other moneys due to the University from whichever source they may be, and arrange to give receipt of discharge to all payments to the University;
- (c) Exercise general supervision over the funds of the University, maintain the accounts of the University and advise about financial policy;
- (d) Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditure in the budget are not exceeded, and that the moneys are spent for the purposes for which they are granted or allotted;
- (e) Be responsible for preparation of annual accounts and the budget of the University, and for their presentation to the Finance Committee / Executive Council / Academic Senate;

- (f) Be responsible for
  - i. the proper maintenance and reconciliation of accounts of the University.
  - ii. the submission of a half-yearly statement on the financial status, and receipts and expenditure of the University.
  - iii. investing reserve funds at the most competitive interest rates from the bankers (Nationalized) in and around the University campus.
  - iv. the preparation of the annual income and expenditure statement of the respective year,
  - v. following transparent accounting procedures, and
  - vi. timely replies on audit remarks with the approval of the Finance Committee;
- (g) Keep a constant watch on cash and bank balances and on the status of investments vis-à-vis the requirements of the University;
- (h) Monitor the progress of revenue collection and advise on the methods of collection employed;
- (i) Set up an internal audit cell in the University;
- (j) Prepare the status reports on audit paras of the State and Accountant- General Audits, income and expenditure statements every year for their presentation to the Finance Committee / Executive Council.
- (k) Perform such other financial functions as may be assigned by the Executive Council, or as prescribed by the Statutes or the Ordinances of the University.

### **3. POWERS OF THE FINANCE OFFICER:**

Subject to the control of the Executive Council and the procedures laid down by the competent authority of the University, the Finance Officer shall have the powers to:

- (a) Draw money on the Bank in which the University maintains its accounts, and make all disbursements on behalf of the University;
- (b) Pass bills for payment of salaries to the approved staff and other contingent charges, within the budgetary provision;
- (c) Submit notes relating to financial matters to Finance Committee and the Executive Council, with the approval of the Vice-Chancellor;
- (d) Draw money on sanctioned abstract contingent bills for payment;
- (e) Sanction expenditure out of the budgeted provision in respect of the University office;
- (f) Make payment of sanctioned time-barred claims;

- (g) Monitor the settlement of bills for the advances disbursed to the teachers/officers/personnel and ensure appropriate use of amount disbursed as advance and not to entertain any claim for advance without settlement of advance(s) drawn earlier.
  - (h) Issue a substitute cheque if the original is lost / missing / damaged, subject to the production of identity / indemnity bond;
  - (i) Make payment of travel grants to Research Fellows from the budgeted provision;
  - (j) Make payments for purchases according to rules subject to budget provision;
  - (k) Call for explanation for any unauthorized expenditure and / or financial irregularities and suggest disciplinary action against person or persons at fault;
  - (l) Seek information / returns, relating to university finances and necessary for performing his / her duties., from any University office, centre, laboratory, college or institution;
  - (m) Perform such other duties, and exercise such other authority, as may be delegated by the Executive Council / Vice-Chancellor for fair and proper conduct in the University financial matters.
4. With the approval of the Vice-Chancellor, the Finance Officer may delegate any of his/her powers and duties to an employee working under his/her control.

In exercise of the powers conferred by Clause (b) of section 51 of A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Principal of a Yogi Vemana University, Campus College.

**1. APPOINTMENT:**

- (a) The Vice-Chancellor is the competent authority to appoint the Principal of any of the University Colleges / Constituent Colleges
- (b) The Principal shall be appointed from amongst the permanent ~~and senior~~ Professors **duly considering** the seniority of the University and / or the college concerned by rotation.
- (c) The term of appointment of the Principal shall be two (2) years **from the date of his / her appointment or until he / she superannuates, whichever is earlier.**
- (d) The Principal of the University College / Constituent College shall be paid an additional allowance, besides salary drawn by him / her as Professor, as may be fixed by the Executive Council.
- (e) The workload of a Principal in teaching and research shall be as per the guidelines prescribed by the UGC / University.

**2. DUTIES OF THE PRINCIPAL:**

The Principal shall be the administrative Head of the College and shall perform the following duties:

- (a) Conduct admission of students to the various programmes, in the Depts./ Centres within the jurisdiction of the college;
- (b) Take all necessary steps to prevent ragging and take appropriate disciplinary action on complaints of ragging;
- (c) Assist the University authorities in matters of student counselling;
- (d) Maintain general supervision and control over the teaching and non-teaching staff of the College, and be responsible for maintaining discipline among the staff and students of the college;

- (e) Arrange safe and proper maintenance of the buildings / laboratories / libraries / hostels / stores/ play grounds and other properties of the college;
- (f) Prepare the academic schedule each year for the College in consultation with the Heads of the Department concerned, and co-ordinate the teaching programmes in all the teaching departments of the College.
- (g) Monitor the maintenance of –
  - i. Attendance registers and progress reports of the students;
  - ii. Regular display of students’ attendance particulars on the notice boards and the website of the College / Departments;
  - iii. Records of equipments, books, stores and the like in the prescribed format;
- (h) Call for periodical reports from **the** **Heads** of the Department in the College regarding:
  - i. Attendance and Progress reports of the students;
  - ii. Equipment registers and all other stores particulars, **T & P registers,**  
**etc**
  - iii. Expenditure incurred on budgeted items;
- (i) Constitute internal Committees as specified below for various activities in the College, and preside over their meetings, record the minutes, circulate them among the members and implement the recommendations of the Committees.
  - i. Library Committee
  - ii. Sports Committee
  - iii. Purchase Committee
  - iv. Committee of Student Counsellors
  - v. Anti-Ragging Committee
  - vi. Any other Committee concerning the College matters
- (j) Administer the recurring and non-recurring funds of the College, and properly maintain the accounts books.
- (k) **To oversee the functioning of Wardens, Additional Wardens, Deputy Wardens and Central Stores of the University Hostels. The Warden shall administer and oversee the work and performance of additional Wardens, Deputy Wardens, Stores, etc.**

### 3. POWERS:

The Principal shall exercise the following powers without prejudice to any rule / regulation of the University in vogue:

- (a) To condone, on medical grounds, the attendance requirement of students to the extent permitted by the relevant rules of the University;
- (b) To fine / suspend a student of the College for any proven misconduct. The Principal may, with prior approval of the Vice-Chancellor, rusticate any student for proven misconduct in the College or outside;
- (c) To sanction ~~different types~~ of casual/ special casual leave, as prescribed by the University and following the procedure laid down from time to time, to the teaching and non-teaching staff working in the College, subject to verification of their leave entitlement by the competent authority in the University;
- (d) To recommend in-charge arrangements for non-teaching staff vacancies in the Principal's Office as per university rules;
- (e) To recommend proportionate reservation of leave to staff entitled to vacation who are assigned official duty without remuneration, by the University, during the period of vacation;
- (f) To maintain an office with necessary sections as may be earmarked by the Registrar and maintain all accounts, stores, and records relevant to the College.
- (g) To announce the last date for payment of tuition fees and any other fees for various courses as per the regulations of the University;
- (h) To let out, with the prior approval of the Vice-Chancellor, the College premises to outside agencies for a brief and limited period, but without disturbance and / or detriment to the College assets and its normal functioning;
- (i) To approve quotations for purchase of materials for the College, provided the cost of the materials does not exceed an amount prescribed by the University;
- (j) To approve the recommendations of the College Purchase Committee on purchase of materials worth up to an amount prescribed by the University;
- (k) To utilize the unspent balance of non-University fund for improving facilities in the College, subject to rules framed in this regard **and also with prior administrative sanction.**
- (l) Based on the annual stock verification report, the Principal may

- i. Write off unserviceable articles worth up to an amount prescribed by the University;
- ii. Auction unserviceable articles worth up to an amount prescribed by the University.

#### **4. OTHER DUTIES AND POWERS:**

- (a) The Principal shall perform such other duties as may be entrusted to him / her by the Vice-Chancellor and may exercise such other powers, which may be conferred on him / her by the Executive Council from time to time.
- (b) The Vice-Principal, if need be, shall be appointed by the Vice-Chancellor to assist the Principal in the day-to-day administration of the College.
- (c) The Principal may, with the approval of the Vice-Chancellor, delegate such powers as are deemed necessary and relevant to the Vice-Principal(s) of the College.
- (d) The **Warden** shall work under the direction of the Principal and shall report to him/**her** on the day-to-day functioning of the Hostels.

In exercise of the powers conferred by Clause (vii) of section 9 read with Clause (b) of Section 51 of A.P. Universities [Act 4 of 1991](#), the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean of Faculty [of the Yogi Vemana University, Kadapa](#).

## **1. APPOINTMENT OF DEAN**

- (a) There shall be a Dean for each Faculty who shall be appointed by the Executive Council from among ~~the senior~~ teachers holding the position / post of Professor in a Department of Teaching under the Faculty concerned **by adhering to seniority**.
- (b) The Dean shall hold the office for a period of two (2) years from the date of his / her appointment or until he / she superannuates, whichever is earlier.
- (c) The appointment of the Dean is extendable by one (1) more year on satisfactory performance appraisal.
- (d) In the absence of a Professor in the University, a Teacher or Teacher of the University as defined in the Act is eligible to be appointed as Dean-in-Charge for a period of one year, extendable on performance appraisal by one more year.
- (e) In the temporary absence of a Dean of the Faculty, or pending filling up of the vacancy caused in any manner, the Vice-Chancellor may, until such time as the regular appointment is made, nominate a senior member of the Faculty to exercise the powers and perform the duties of the Dean. Such temporary arrangement(s) shall be limited to a maximum period three (3) months.

## **2. DUTIES OF THE DEAN OF A FACULTY:**

- (a) Subject to the provisions of the University Act, the Dean shall function under the overall control of the Vice-Chancellor and assist him / her in maintaining academic standards and coordinating the teaching and research in the Faculty.
- (b) The Dean shall preside over the meetings of the Faculty concerned.
- (c) The Dean shall have the right to be present at and participate in the deliberations of any meeting of any Faculty Committee or any Board of Studies under the Faculty.
- (d) The Dean shall present the candidates of the Faculty concerned for the conferment of Degrees in the Convocation.

- (e) The Dean shall co-ordinate with other Faculties in matters relating to inter-disciplinary courses and related academic programmes and in matters of uniformity of regulations, etc.
- (f) The Dean shall be responsible for the planning and development of the courses and research activities of the Faculty.

### 3. POWERS OF THE DEAN:

The Dean shall have the following powers to:

- (a) Recommend to the University, in consultation with the Faculty concerned, the constitution, structure, academic and administrative responsibilities of the Faculty concerned;
- (b) Recommend to the Registrar, deputation of teachers to approved conferences, seminars, workshop etc;
- (c) Recommend to the Registrar, in consultation with the Head of the Department concerned, the award of Research Fellowships of the University and the UGC to the research scholars of the concerned Faculty;
- (d) Recommend to the Registrar, the Research proposals submitted by the teachers of the Faculty concerned to external funding agencies like the UGC, **DST**, CSIR, ICAR, ICMR, **RUSA, DBT, ICSSR** etc.;
- (e) Allocate research funds allotted by the University to individual departments under the Faculty;
- (f) Admit and register candidates to ~~M.Phil.~~ and Ph.D. courses on the recommendation of the Research Admission Committee / Directorate of Admissions concerned, with the approval of the Vice-Chancellor.
- (g) Obtain and maintain a database pertaining to admissions, registrations, reservation category, research guide, research topic, payment of fees, etc. of research scholars.
- (h) Obtain and maintain database on **Pre-Ph.D.** examination, field work / lab work, publications, pre-submission seminars, submission, etc., related to the research students / scholars
- (i) Grant leave to Research Scholars, cancel ~~M.Phil.~~ / Ph.D. registrations, recommend (i) modification of titles for Ph.D. / ~~M.Phil.~~ (ii) allow change of

Supervisors, (iii) early submission of thesis / dissertation and (iv) extension of time for submission of thesis / dissertation, all in accordance with university rules,

- (j) Recognize research supervisors on the recommendations of the Research Committee constituted for the purpose, as per university rules,
- (k) permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and treat their absence as active period of research;
- (l) The Dean shall exercise such other powers and perform such other academic and administrative duties as may be suggested by the Vice-Chancellor.

In exercise of the powers conferred by Clause (vii) of section 9 read with Clause (b) of Section 51 of A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of a Head of the Department of Teaching in the Yogi Vemana University, Kadapa.

**1. APPOINTMENT:**

- (a) Each Department of Teaching shall be headed by a permanent teacher of the University, who will be designated as Head of the Department (hereafter called HoD), and declared as an Officer of the University.
- (b) The Vice-Chancellor is the competent authority for appointing the HoD. All such appointments will have to be reported to the Executive Council.
- (c) The term of appointment of a HoD shall be two (2) years. ~~The HoD appointment is ordinarily for one term. However, a teacher may be appointed as HoD for a second term in exceptional cases.~~
- (d) The HoD shall be from the cadre of a Professor/Associate Professor, and is appointed by rotation, duly following the cadre seniority, from amongst the permanent teachers of the same department in the University.
- (e) If a Professor / Associate Professor is not available in any department of teaching, the Vice-Chancellor may temporarily appoint Principal of the College/Head of an allied Department as In-charge HoD.

**2. DUTIES:**

The main duty of the HoD is to ensure excellence in the Department by way of organizing quality teaching, research and related academic activities. In this endeavour, the HoD shall perform the following duties:

- (a) Create an atmosphere that is congenial to effective teaching-learning and research in the department;
- (b) Supervise the teaching and non-teaching staff of the department and ensure that they discharge their duties properly and efficiently;
- (c) Maintain order and discipline in the premises of the department;

- (d) Preside over the meetings of the Departmental Committee, maintain the register of Departmental Committee resolutions, and initiate action on the resolutions of the Committee including transfer proposals;
- (e) Frame the time table and allocate teaching work to the teachers as per norms and in consultation with the Departmental Committee.
- (f) Assign duties to the teaching and non-teaching employees of the department for the smooth conduct of day-today- affairs and examinations in the Department;
- (g) Maintain and display attendance records, monitor the progress of the students, display progress reports, and certify the student identity cards for availing concessions;
- (h) Maintain properly the furniture, books, **equipment**, departmental library, stores, and other properties of the department;
- (i) Maintain relevant stock registers in the prescribed formats of all items of equipment / apparatus, library books, periodicals, and order/arrange the annual physical verification of the stock;
- (j) Place orders for stores, books and other equipments to the library / laboratory within the budget allotments made to the department after obtaining the approval of the Departmental Committee for these and duly following the prescribed procedures;
- (k) Maintain the accounts of expenditure for all the amounts drawn under different Heads;
- (l) Allot the available space in the department for teaching, research and staff, in consultation with the departmental committee;
- (m) Forward proposals relating to teaching and research and submitted by the faculty of the department to the University with due recommendation;
- (n) Conduct or arrange seminars, symposia, conferences, workshops, **guest lectures**, etc.,
- (o) Certify the attendance and progress of research work of the research scholars in the department, and forward their claim bills for fellowship and other expenditure incurred for research.
- (p) Implement the directions of the University / courts pertaining to prevention of ragging, women harassment, and such other anti-social activities,

(q) Discharge such other duties assigned by the Principal / Vice-Chancellor from time to time.

**(r) The project dissertations submitted by the students for the internal /external evaluation shall be maintained and preserved.**

### **3. POWERS OF THE HEAD OF THE DEPARTMENT (HoD):**

The HOD shall have the following powers:

- (a) To send proposals to the Principal / Dean / Registrar for part-time teaching arrangements in the department whenever needed as per the workload requirement;
- (b) To grant casual leave to teachers and non-teaching staff in the department, and to recommend other leaves to the concerned authorities;
- (c) To recommend to the University / concerned funding agencies the names of candidates for award of research fellowships / scholarships or any other special awards under the purview of the Department;
- (d) To operate / duly utilize the grants provided by the University to the Department towards furniture, equipment, chemicals, glassware, stationery, contingencies, etc.;
- (e) To exercise such other powers as may be assigned to him / her by the Principal or School Dean / Vice-Chancellor / Executive Council from time to time for administering the department in an efficient manner.

In exercise of the powers conferred by Clause (b) of section 51 of A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of the Dean, College Development Council (CDC) of Yogi Vemana University, Kadapa.

**1. APPOINTMENT:**

- (a) The Dean, College Development Council (CDC), is a whole time officer appointed by the Executive Council from among the Professors/**Associate Professors** of the University in accordance with the terms and conditions prescribed for the purpose by the UGC.
- (b) The Dean, CDC, shall be appointed initially for a period of one year, and the term may be extended every year subject to a maximum period of two (2) years.
- (c) In addition to the pay and allowances as Professor/**Associate Professors**, the Dean, CDC, shall be paid such additional allowances as prescribed by the Executive Council.

**2. DUTIES OF THE DEAN, COLLEGE DEVELOPMENT COUNCIL (CDC)**

Subject to the general control of the Vice-Chancellor, the Dean, CDC, shall exercise the following powers and duties. The Dean, CDC, shall:

- (a) Be the head of the CDC and its Office, and define the duties of the staff working under him / her and assess their work;
- (b) Act as a liaison officer between University Grants Commission (UGC)/**RUSA**, Constituent and Affiliated Colleges, Department of Higher Education of Govt. of Andhra Pradesh, Andhra Pradesh State Council of Higher Education, and such other bodies of State and Central Governments dealing with higher education matters;
- (c) Correspond with all concerned with regard to the functioning of the CDC;
- (d) Communicate all the information received from the UGC/**RUSA** to the affiliated colleges regarding the various schemes intended for the development of the Colleges;

- (e) Obtain utilization certificates and completed documents from the Colleges in respect of UGC/RUSA grants, and forward them to the UGC/RUSA;
- (f) Ensure that the UGC/RUSA grants are properly and expeditiously disbursed to colleges, and monitor proper implementation of the UGC/RUSA schemes in the affiliated colleges;
- (g) Convene the meetings of the Principals of all affiliated colleges and apprise them of the role and functioning of the CDC;
- (h) Prepare the Annual Report of the College Development Council listing its activities and those of affiliated colleges during that year under report and submit it through the Vice-Chancellor to the Executive Council and the UGC/RUSA;
- (i) Set performance targets before colleges, encourage them to undergo the process of accreditation, and promote the cluster approach among them;
- (j) Prepare a comprehensive database of affiliated colleges under his jurisdiction and upload the database on the University website;
- (k) Convene the meetings, with the approval of the Vice-Chancellor, of the CDC at regular intervals, at least twice in an academic year, and review various programmes, activities and issues concerning the development of affiliated colleges;
- (l) Visit or arrange to visit the Colleges at least once in an academic year, monitor the proposals for development of colleges and advise them suitably;
- (m) Review the reports of Inspection Committees appointed by the University, suggest remedies for the defects, deficiencies, and irregularities noticed in consultation with management and staff of the Colleges, and ensure that the recommendations of the Inspection Committees are duly implemented;
- (n) Send periodic reports to the UGC/RUSA about the impact of its programmes on the Colleges;
- (o) Sanction leave to the staff working in CDC, countersign TA and other bills of the CDC office;
- (p) **Send the approvals of the Academic Senate regarding change of course structure, etc, to the concerned Colleges periodically for implementation.**

- (q) Perform such other functions relating to affiliated colleges such as starting of new colleges, grant of conditional affiliation, affiliation for new courses or subjects, sanction of extra seats, recognition of hostels etc., as may be prescribed by the Executive Council for advancing the cause of collegiate education in the University area.

### **3. GENERAL:**

- (a) The Dean, CDC, is eligible for leave on full pay as per the university leave rules applicable to non-vacation staff for each completed year of service, and other categories of leave applicable to officers of the University;
- (b) The Dean, CDC, shall be paid travelling, daily and other allowances for inspection of colleges, at the rates approved by the Government / Executive Council;
- (c) In case of resignation of the Dean, CDC, the Vice-Chancellor may accept his / her resignation and then report the matter to the Executive Council.
- (d) When the Office of the Dean, CDC, falls vacant or the Dean is unable to perform duty, the Vice-Chancellor is authorized to make alternative arrangements temporarily till the new Dean is appointed.

In exercise of the powers conferred by Clause (vii) of section 9 read with Clause (b) of Section 51 of A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of **Yogi Vemana University**, Librarian:

**1. UNIVERSITY LIBRARIAN DUTIES:**

- (a) The University Librarian shall be a whole time salaried officer of the University and is appointed by the Executive Council in accordance with the rules prescribed.
- (b) Subject to the general control and supervision of the Vice-Chancellor and the Registrar, the University Librarian shall exercise the following powers and discharge duties, namely:-
  - i. Exercise all powers required for maintaining the office routine and assign work to library staff, and for efficient organization of the University Library;
  - ii. Supervise the maintenance of all the libraries in the University and organize their services in a manner that is most beneficial to the teaching, research and extension activities in the Colleges;
  - iii. Purchase catalogue cards, labels and other library requisites following the procedures prescribed for the purpose;
  - iv. **Maintain the record of footfalls of the users on quarterly basis.**
  - v. Acquire books and journals for the Libraries in the University as recommended by the University Library Committee / Departmental Library / Committees / Boards of Studies by following the prescribed procedures;
  - vi. Be responsible for the proper care and upkeep of all books, manuscripts, current and back-numbers of periodicals etc. in the library of the University and monitor the Termite Control/Prevention and Fire Protection Services;
  - vii. Acquire and maintain all electronics gadgets, software, and materials for the maintenance of a Library Information Management System and train the staff in the related mechanism and system;
  - viii. Acquire an approved Anti-Plagiarism software and offer services to the faculty and research scholars;

- ix. Arrange for annual stock verification by the Committee constituted by the University during summer vacation;
  - x. Submit to the Vice-Chancellor an annual report and statistics showing the progress of the library in the University during the academic year;
  - xi. Prepare the annual budget for the libraries in the University and submit to the Registrar;
  - xii. Seek guidance of the Vice-Chancellor in all matters relating to the general policy, development and working of the libraries;
  - xiii. Counter sign TA bills and sanction casual leave of employees working under him;
  - xiv. Define the duties of staff working in the library, exercise administrative control over them, assess their work and performance and sanction leave to them as per rules;
  - xv. Discharge such other duties as may be assigned to him by the Vice-Chancellor, Executive Council, or Academic Senate in matters relating to the library activity in the university;
- (c) When the Office of the University Librarian falls vacant, or unable to perform the duties as Librarian, the duties of the University Librarian shall be performed by a person appointed by the Vice-Chancellor for the purpose until permanent arrangements are made.

In exercise of the powers conferred by clause (h) and (b) of Section(51) of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of appointment, duties and powers of the ‘Warden of Hostels’ in the Yogi Vemana University, Kadapa.

**1. APPOINTMENT:**

- (a) The ‘Warden of the Hostels is a whole time Officer of University appointed by the Executive Council from amongst the Professors / Associate Professors of the University, in accordance with the terms and conditions prescribed for the purpose.
- (b) The appointment of a Warden shall be initially for a period of one year, extendable every year subject to a maximum period of three years.
- (c) In addition to the pay and allowances as Professor / Associate Professor, the Warden shall be paid such additional allowances as prescribed by the Executive Council.

**2. DUTIES OF THE WARDEN:**

Subject to the general control of the Vice-Chancellor, the Warden shall exercise the following powers to discharge his / her duties. The Warden shall:

- (a) Be the head of the Office of University Hostels,
- (b) Function on the direction of the Principal of the University College / the Principal of such College under which a group of Hostels may function.
- (c) Be accountable to the Principal in all administrative and academic matters relating to the hostels under his jurisdiction.
- (d) Be the authority to assign and assess the duties of Deputy Wardens / Assistant Wardens and other supporting staff working in the University hostels;
- (e) Take all measures required for maintaining the discipline and good conduct of the boarders in the university hostels;
- (f) Ensure hygienic conditions in the hostels;
- (g) Maintain **hygienic and** good quality of the food served to the boarders in the messes;

- (h) Recommend to the Executive Council the policies for hostel admissions, maintenance of messes and the staffing pattern in the hostels, in consultation with the Hostel Advisory Committee;
- (i) Publish a manual containing the details of hostel rules and regulations and the discipline expected from the boarders;
- (j) Educate the boarders about the consequences of ragging, and set up all the statutory mechanisms to prevent ragging in the hostels;
- (k) Allot rooms to the hostel boarders through a procedure recommended by the Hostel Advisory Committee' and approved by the University;
- (l) Correspond with the authorities concerned, both in the University and Government, for the grant of various scholarships (SC/ST, BC, EPP, PH etc.) to eligible boarders in the university hostels, and initiate steps to receive the same;
- (m) Develop and maintain a data bank of the hostel boarders on their financial, social and biometric information, in consultation with the authorities concerned;
- (n) Maintain proper accounts of receipts and expenditure of the hostels, and cause annual audit of the accounts;
- (o) Prepare the monthly mess bills of all the hostel boarders before the 15th day of the succeeding month and display the list on the notice board(s) and the hostel website;
- (p) Ensure the collection of mess bills from the hostel boarders every month;
- (q) Review the status of receipts from the boarders on a quarterly basis, identify the names of the defaulters, announce their names on the notice board and the hostel website, and initiate necessary action to recover the dues, and to evict the defaulters;
- (r) Initiate measures for repairs and annual maintenance of hostels, kitchens and dining halls during the vacation period(s);
- (s) Issue 'No Dues Certificate' to those boarders who have paid all the hostel dues;
- (t) Sanction leave to the staff working under him / her as per rules, countersign TA and other bills of the hostel staff;

- (u) Perform such other functions relating to the university **College** hostels as may be prescribed by the Executive Council / Vice-Chancellor for advancing the cause of good governance in the hostels.

### **3. GENERAL:**

- (a) In the event of the Warden resigning his / her office for any reason, the Vice-Chancellor may accept his resignation and report the matter to the Executive Council.
- (b) When the Office of the Warden falls vacant, or when he / she is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Warden shall be performed by some other person as the Vice-Chancellor may appoint for the purpose until permanent arrangements are made.

In exercise of the powers conferred by Clause (vii) of section 9 read with Clause (b) of Section 51 of A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of the appointment, duties and powers of Director of Admissions in the Yogi Vemana University, Kadapa.

**1. APPOINTMENT:**

- (a) The Director of Admissions shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the Professors/Associate Professors working in the University;
- (b) The term of appointment shall be initially for a period of one year, and is extendable every year subject to a maximum of three years;
- (c) In addition to the pay and allowances as Professor/Associate Professor, the Director of Admissions shall be paid such monthly additional allowance as may be prescribed by the **Vice-Chancellor** /Executive Council;

**2. DUTIES:**

The Director of Admissions is the Head of the Office/Directorate of Admissions in the University. Subject to the general control and supervision of the Vice-Chancellor, the Director shall exercise and discharge the following powers and duties.

- (a) Wherever applicable, the Director will conduct Common Entrance Tests for admission to various courses in the university, except for those CETs conducted by APSCHE or any other Government organization,
- (b) Coordinate with the academic authorities concerned of the university like Heads of the Departments, Chairpersons of Boards of Studies, Deans, Principals, in preparing the norms for admission to various courses including research programs offered in the university and affiliated colleges;
- (c) Formulate, with the approval of the Vice-Chancellor, Rules and Regulations, fee structure, etc. for the Entrance Tests, and admissions to various courses and programmes in the university;

- (d) Obtain the approved syllabi for Entrance Test and **approved** panel of external/internal paper setters and evaluators for each Test from the respective Heads of the Department/Chairperson, Board of Studies.
- (e) Arrange to—
  - i. prepare the schedule for Entrance Tests, prospectus and applications,
  - ii. issue notification,
  - iii. receive and scrutinize the applications,
  - iv. prepare nominal rolls and issue Hall-Tickets etc;
- (f) Make arrangements for paper setting, printing of question papers, and procuring other material required for conducting the Entrance Tests;
- (g) Constitute, with the approval of the Vice-Chancellor, a “Committee for prevention of malpractices and unfair means” to examine cases of malpractices in the entrance tests and to initiate appropriate action based on the recommendations of the Committee and the provisions of A P Public Examinations (Prevention of malpractices and unfair means) Act, 1997 and the rules issued thereof.
- (h) Make all arrangements for the conduct of Entrance Tests, evaluation of test book-lets/OMR sheets, preparation and dispatch of merit list, publication of results, both in media and university website;
- (i) Conduct counselling and select candidates for admission to various courses in the University **colleges** and **affiliated** colleges following the rules of admission, and collect the prescribed fee from the candidates,
- (j) Assign duties of the staff working in the Directorate of Admissions,
- (k) Be responsible for the safe custody of all papers, documents, certificates and other confidential files connected with the conduct of common entrance tests and admission;
- (l) Convene the meetings of Heads of the Departments/Chairpersons of the Boards of Studies, whenever required for processing entrance test matters;
- (m) Have the authority to pass the bills for payment relating to the Entrance Test, Admissions, etc;
- (n) Scrutinize the admissions made by the **affiliated** Colleges under management quota, and approve those admissions that have been made as per the rules;

- (o) Finalize the following information and provide it to the colleges concerned within one month from the last date of admissions:
- i. the list of candidates admitted, course-wise and college-wise,
  - ii. admission numbers to each candidate admitted to the college,
  - iii. particulars of all the students admitted along with photo identity,
  - iv. statement of fee collected from the students admitted to the college, and
  - v. transfer the fee amount collected from the students to the college concerned.
- (p) Explore possibilities of increasing the component of online procedures year after year.
- (q) Perform such other duties and functions relating to Entrance Tests and Admissions as may be entrusted to him by the Vice-Chancellor;

**STATUTE  
No. 20**

**PROCEDURE FOR THE CONDUCT OF  
EXECUTIVE COUNCIL MEETINGS**

In exercise of the powers conferred by clause (c) of Section 51 and read with sub section (3) of Section 18 of AP Universities Act 4 of 1991, the Executive Council makes the following Statute, in respect of the procedure for the conduct of Executive Council meetings of the Yogi Vemana University, Kadapa.

**1. THE EXECUTIVE COUNCIL MEETINGS:**

- (a) The Executive Council (henceforth referred to as the Executive Council) shall meet at least once in three months, or more often, if necessary. The schedule of the conduct of EC meetings are detailed hereunder:

(i)	1 <sup>st</sup> EC Meeting	:	Between April <del>to</del> and June every year
(ii)	Special EC Meeting (In May every year)	:	Performance of teaching and non-teaching staff and academic <b>outcomes</b>
(iii)	2 <sup>nd</sup> EC Meeting	:	Between July <del>to</del> and September every year
(iv)	Special EC Meeting (in September)	:	Receipts and Expenditure of the University Audit Objections on head wise classification
(v)	3 <sup>rd</sup> EC Meeting	:	Between October <del>to</del> and December
(vi)	Special EC Meeting (in November)	:	Performance of the affiliated Colleges of the University concerned
(vii)	4 <sup>th</sup> EC Meeting	:	Between January <del>to</del> and March

- (b) The members of the Executive Council shall receive notice of the Executive Council meeting preferably 15 days in advance. The Vice-Chancellor may, however, in special circumstances summon a meeting, at a short notice.
- (c) In addition to, and independent of, the rule (a) and (b) above, the Vice-Chancellor shall convene a special meeting of the Executive Council, if at least 1/3 of the total members of the Executive Council request in writing for a meeting specifying the Agenda and outlining the urgency of the matter. The special meeting shall be held on a date and time appointed by the Vice-Chancellor, but not later than seven days from the date of receipt of the requisition aforesaid.

- (d) All matters pertaining to the University administration that require the consideration and decision of the Executive Council shall be placed in the form of an Agenda before the meeting. However, in case of urgency, and at the discretion of the Vice-Chancellor, **non**-agenda item may be tabled.
- (e) Where, any item of the Agenda is approved by circulation among the members of the Executive Council, such item shall be reported at the immediate next Executive Council meeting.

## **2. ABOUT THE AGENDA FOR THE EXECUTIVE COUNCIL MEETING**

- (a) The Registrar of the University, who is the Secretary of the Executive Council, shall prepare the Agenda, duly approved by the Vice-Chancellor, for the Executive Council meeting, and arrange to send it to all the members at least seven (7) days in advance of the meeting date.
- (b) The Agenda for the Executive Council meeting shall be presented as indicated below:

### **(I) Section –I : Item for Noting**

- 1.1 Grant of Leave of absence to the Members for the Meeting.
- 1.2 To confirm the Minutes of the \_\_\_(previous) Meeting of the EC
- 1.3 Review of action taken on the minutes of \_\_ (Previous) Meeting of EC

### **(II) Section – II : Compulsory Items**

- 2.1 Agenda of approvals obtained by circulation.
- 2.2 Agenda on the academic performance of the teachers, in a prescribed Proforma.
- 2.3 Agenda on the response of the University on the press clippings appeared in the newspapers making allegations on the functioning of the University.

### **(III) Section – III : Item for Consideration**

- 3.1 Academic matters
  - 3.1.1
  - 3.1.2
- 3.2 Service matters
  - 3.2.1
  - 3.2.2
- 3.3 Financial matters
  - 3.3.1
  - 3.3.2

3.4 Examination matters  
3.4.1  
3.4.2

3.5 Other matters  
3.5.1  
3.5.2

**(IV) Section - ~~III~~ IV: Item for Ratification**

4.1 Academic matters  
4.1.1  
4.1.2

4.2 Service matters  
4.2.1  
4.2.2

4.3 Financial matters  
4.3.1  
4.3.2

4.4 Examination matters  
4.4.1  
4.4.2

4.5 Other matters  
4.5.1  
4.5.2

**(v) Section - ~~IV~~ V : Item for Reporting**

5.1 Academic matters  
5.1.1  
5.1.2

5.2 Service matters  
5.2.1  
5.2.2

5.3 Financial matters  
5.3.1  
5.3.2

5.4 Examination matters  
5.4.1  
5.4.2

5.5 Other matters  
5.5.1  
5.5.2

- (c) An agenda item shall be a detailed 'Note' along with supporting information, wherever required, and stating clearly at the end of the note, 'Matter for Consideration /Ratification/Reporting'.
- (d) A member of the Executive Council may suggest an item for inclusion in the Agenda. Such a request, in writing, should reach the Registrar at least 14 working days in advance of the meeting date. The Registrar shall include such items in the Agenda, after its approval by the Vice-Chancellor.
- (e) Ordinarily, no item outside the approved Agenda shall be considered at the Executive Council meeting. However, the Vice-Chancellor may place an item of confidential and / or urgent nature in the Executive Council meeting for discussion even if it is not a part of the circulated agenda.

### **3. CHAIRPERSON OF THE EXECUTIVE COUNCIL MEETING:**

- (a) The Vice-Chancellor is the ex-officio Chairman of the Executive Council, and shall preside over the Executive Council meetings.
- (b) If the Vice-Chancellor is absent at the Executive Council meeting for a valid reason, the Rector *shall* preside over that meeting. If both the Vice-Chancellor and the Rector are absent, members present at the meeting *shall* nominate one among them to preside over the meeting. The member so chosen shall not permit discussion on any item outside the circulated Agenda of that meeting.
- (c) All decisions taken at the meeting presided by a member other than the Vice-Chancellor *shall* subsequently be reported to the Vice-Chancellor, and further action, including re-consideration, of any item *shall* be initiated on the specific directions of the Vice-Chancellor.

### **4. DECISIONS IN EXECUTIVE COUNCIL MEETING:**

- (a) In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of equal division of votes, the Vice-Chancellor may exercise his / her casting vote as the Chairman of the Executive Council.
- (b) The Vice-Chancellor may invite any officer of the University or an outside expert having special knowledge or practical experience in a subject under consideration to attend the Executive Council meeting for the purpose of consultation. Such a person may be present at the meeting and tender his / her opinion on the subject as sought but is not entitled to participate in the voting.

- (c) The decision taken on any item of the agenda in an Executive Council meeting shall not be re-opened without the permission of the Vice-Chancellor.

## **5. MINUTES OF THE EXECUTIVE COUNCIL MEETING:**

- (a) The minutes of the Executive Council meeting shall be prepared within seven (7) working days from the date of the meeting by the Registrar and submitted to the Vice-Chancellor for approval. The approved minutes of the meeting shall be circulated to all the members of the Executive Council for confirmation. If no reply is received within ten days from the date of dispatch, the minutes are deemed to have been approved.
- (b) If a member of the Executive Council records his dissent to any resolution adopted at the meeting of the EC before the confirmation of the Minutes, the Vice-Chancellor, at his/her discretion, may circulate the resolution dissented to for re-confirmation / approval / information among the members.
- (c) The minutes of Executive Council meeting shall be prepared by stating the subject matter of the Agenda items discussed, and the resolutions of the Executive Council thereon. The minutes shall not include the discussions and individual opinions expressed by the members in the meeting.
- (c) The Agenda of an Executive Council meeting and its minutes are confidential, and are not to be disclosed to anybody other than the Executive Council members, until the minutes are confirmed / approved.
- (d) The agenda and minutes of the Executive Council meetings, shall be published every financial year and preserved in the archives of the University by the Registrar in the form of a bound volume.
- (e) The minutes of the Executive Council meetings, which are non-confidential in nature, should be placed in the University website. Vice-Chancellor is the authority to decide on the confidential nature of the items in the Agenda.

## **6. CODE OF CONDUCT FOR THE MEMBERS OF THE EXECUTIVE COUNCIL:**

- (a) The members of the Executive Council are collectively and individually responsible for the decisions / resolutions taken by them at the meetings with regard to academic and administrative functions of the University.
- (b) Utmost caution should be exercised in taking a decision at the Executive Council. Improper decisions of the Executive Council causing damage to the University shall make members of the Executive Council liable for action by the Government.

(c) If any member of the Executive Council is found to be acting detrimental to the interests of the University, the Vice-Chancellor shall, on sufficient cause, recommend to the Government for his/her removal from the membership of the Executive Council.

In exercise of the powers conferred by clause (c) of Section 51 AP Universities Act 4 of 1991, the Executive Council makes the following Statute, in respect of the procedure for the conduct of Academic Senate meetings of the Yogi Vemana University, Kadapa.

**1. NUMBER, DATE, TIME AND VENUE OF MEETINGS:**

There shall be at least two meetings of the Academic Senate in a year, one of which shall be called the Annual Meeting. The Academic Senate may also meet at such other times *as its discretion* or the Vice-Chancellor's *discretion* from time to time. The date, time, and venue for the meeting of the Academic Senate shall be fixed by the Vice-Chancellor.

**2. PRESIDING OVER THE MEETING:**

The Vice-Chancellor is the Chairperson of the Academic Senate, and shall preside over all the meetings. In the absence of the Vice-Chancellor, the Rector shall preside. In the absence of both, the senior-most Professor among the Deans of Faculty present in the meeting *shall* preside over the meeting, and he / she shall be the Chairperson for that meeting.

**3. QUORUM FOR THE MEETING:**

- (a) The quorum for any meeting of the Academic Senate shall be one third of the total membership of the Academic Senate or twenty members whichever is less.
- (b) In the absence of the quorum, the Vice-Chancellor shall adjourn the meeting. The Registrar shall make a record of this fact and obtain the endorsement of the Vice-Chancellor.

**4. BUSINESS AT ADJOURNED MEETINGS:**

When a meeting is adjourned for fifteen days or more, not less than ten days notice of the adjourned meeting and of the business to be transacted at it shall be given.

5. Non-receipt of notice, agenda, and other papers connected with any meeting of the Academic Senate by any member shall not invalidate the proceedings of the meeting.

## 6. MEETING OF THE ACADEMIC SENATE:

### (a) Notice of the Meeting :

The Registrar shall, under the direction of the Vice-Chancellor, give not less than **14 working days** notice to meeting. If it is not possible to conduct the notified meeting for any valid reason, the Vice-Chancellor is competent to postpone the date fixed for a meeting by a period not longer than **fourteen working days**.

### (b) The Agenda at the meeting of the Academic Senate shall consist of

- (i) Resolutions of the Board of Studies on course of study, academic regulations, recommendations of the Boards of Studies on academic matters.
- (ii) Constitution of new departments and new faculties and re-constitution of departments of teaching if any.
- (iii) Creation of post of Professor/Assoc. Professor/Asst. Prof. /any other, fixation of duties and emoluments.
- (iv) Recognition of teachers qualified to give instructions in affiliated colleges.
- (v) Conferment/withdrawal of autonomy.
- (vi) Promotion of reciprocity among colleges.
- (vii) Admission regulations of all courses PG, UG, Ph.D, etc.
- (viii) Examination regulations and regulations relating to award of Degrees.
- (ix) Promotion of Telugu as the medium of the instruction and examination.

### (x) Dates for forwarding and withdrawal of resolutions

Any member who wishes to move or withdraw a resolution at an ordinary meeting, shall forward a copy of the resolution to the Registrar so as to reach him not less than ten days before the date of the meeting. A member, who has forwarded a resolution, may withdraw a resolution by giving written notice, which shall reach the Registrar not less than six days before the date fixed for the dispatch of the preliminary agenda paper.

### (xi) Dispatch of Preliminary agenda papers

Not less than ten days before the date of an ordinary meeting, the Registrar shall, under the direction of the Vice-Chancellor, send by post / e-mail to every member a preliminary agenda paper specifying the date, time. and place of the meeting and the business to be brought up before the meeting.

However, the Executive Council or the Vice-Chancellor may bring up any business, which in its or his / her opinion is urgent, before any ordinary meeting at shorter notice or without placing the same on the agenda.

**(xii) Dispatch of final agenda papers**

The Registrar shall prepare under the direction of the Vice-Chancellor a final agenda paper showing all the resolutions as in the preliminary agenda paper and all the resolutions received and the amendments admitted and send a copy of it by post to each member of the Academic Senate not less than five days before the date of the meeting.

**7. ABOUT THE AGENDA FOR THE ACADEMIC SENATE MEETING**

(a) The Registrar of the University shall prepare the Agenda, duly approved by the Vice-Chancellor, for the Academic Senate meeting, and arrange to send it to all the members at least **seven (7) working days** in advance of the meeting date.

(b) The Agenda for the Academic Senate meeting shall be presented in two parts:

Part-1 contains items on:

a. Action Taken Report (ATR) on the resolutions of the previous meeting; and

Part II ~~will~~ **shall** include items on topics detailed in 6 **(b)** above and such other matters as may be necessary to be placed before the Academic Senate. The format for the presentation of items may be the same as that for the EC meetings with suitable modifications.

(c) An agenda item shall be in the form of a detailed 'Note' along with supporting information, wherever required, and stating clearly at the end of the note the 'Matter for Consideration'.

1. Item for consideration,
2. Note on it containing justification,
3. Supporting evidence in Annexures

(d) A member may suggest an item for inclusion in the Agenda, or may seek additional information on an existing agenda item, or may seek a clarification relating to the Agenda. Such a request, in writing **shall** reach the Registrar at least **14 days notice** in advance of the meeting date. The Registrar shall include such items in the Agenda after the Vice-Chancellor has approved it.

(e) Ordinarily, no item outside the approved Agenda shall be considered at the Academic Senate meeting. However, the Vice-Chancellor may place an item of

confidential and / or urgent nature in the Academic Senate meeting for discussion even if it is not a part of the circulated agenda.

#### **8. QUORUM FOR AND VOTING IN ~~THE~~ ACADEMIC ~~THE~~ MEETING:**

- (a) The quorum for any meeting of the Academic Senate shall be one third of the total membership of the Academic Senate or twenty members whichever is less.
- (b) If the quorum for a meeting is lacking, the Vice-Chancellor or the member presiding the Academic Senate meeting shall adjourn the meeting.
- (c) In the event of a division of opinion among the members on any Agenda item, the same shall be resolved by voting and the decision of the majority shall prevail. In case of equal division of votes, the Vice-Chancellor may exercise the casting vote as the Chairman of the Academic Senate.
- (d) If an Academic Senate member desires to record a dissent note on any decision in the meeting, he/she may do so in a separate confidential register by mentioning the reasons for the dissent.
- (e) The decision taken on any item of the agenda in an Academic Senate meeting shall not be re-opened without the permission of the Vice-Chancellor.

#### **9. MINUTES OF THE ACADEMIC SENATE MEETING:**

- (a) The minutes of the Academic Senate meeting shall be prepared within seven (7) working days from the date of the meeting by the Registrar and submitted to the Vice-Chancellor or the member who presided over the meeting for approval. The approved minutes of the meeting shall be circulated to all the members of the Academic Senate for confirmation. If no reply is received within ten days from the date of dispatch, the minutes are deemed to have been confirmed. Modification to the minutes suggested by members, if any, will be submitted to the Vice-Chancellor for a final decision.
- (b) The minutes of Academic Senate meeting shall be prepared by stating the subject matter of the Agenda items discussed, including those approved by circulation, and the resolutions of the Academic Senate thereon. The minutes shall not include the discussions and individual opinions expressed by the members in the meeting.
- (c) While approving the minutes of the agenda, the members of the Academic Senate shall ensure that
  - (i) The minutes conform to only those items included in the agenda, and were discussed in the Academic Senate meeting.

- (ii) The minutes do not contravene any provisions contained in the existing Act / Statutes / Ordinances / Rules / Regulations of the University,
- (iii) The minutes do not contain decisions on items that were not within the purview of any authority / bodies of the University.
- (iv) The Agenda of an Academic Senate meeting and its minutes are confidential, and not to be disclosed to anybody other than the Academic Senate members, until the minutes are confirmed /approved.
- (v) The Agenda and minutes of Academic Senate meetings shall be published every financial year, and preserved in the archives of the University by the Registrar in the form of a bound volume.
- (vi) The minutes of Academic Senate meetings should be placed in the University website. Vice-Chancellor is the authority to decide on the confidential nature of the items in the Agenda.

#### **10. URGENT MEETING OF THE ACADEMIC SENATE:**

- (a) The Vice-Chancellor thinks fit, he/she may convene an urgent meeting of the Academic Senate for the transaction of any urgent business. The Registrar, under the direction of the Vice-Chancellor, shall give ordinarily not less than seven (7) working days notice of such meeting and forward with the notice to each member a copy of the preliminary agenda paper for the meeting. In case of urgency, the Vice-Chancellor may convene a meeting at a short notice.
- (b) No business other than that brought forward by the Academic Senate and the Vice-Chancellor shall be transacted at an urgent meeting of the Academic Senate. It shall be open to the Executive Council and the Vice-Chancellor to bring up before an urgent meeting any urgent business with or without placing it on the agenda paper.

#### **11. SPECIAL MEETING OF THE ACADEMIC SENATE**

- (a) A special meeting of the Academic Senate shall be convened by the Vice-Chancellor on receipt of a requisition in writing signed by not less than fifteen members of the Academic Senate. All such requisitions shall be sent to the Registrar, and contain the text of the resolution or resolutions to be moved together with the name of the mover of each resolution. No business other than consideration of such resolution or resolutions shall be transacted at a special meeting; provided that the Executive Council or the Vice-Chancellor may bring up any urgent business before such special meeting with or without notice.

- (b) Issue of notice and agenda papers and all other requisites for the conduct of the special meeting shall, so far as they are applicable, be the same as those prescribed and applicable for urgent meetings of the Academic Senate.

## **12. ANNUAL MEETING OF THE ACADEMIC SENATE**

- (i) It shall be the responsibility of the Vice-Chancellor to present an Annual Report at the annual meeting of the Academic Senate.
- (ii) The Vice-Chancellor shall table before the Academic Senate the Financial Estimates and Annual Budget of the University as approved by the EC, record its recommendations and forward it to the Government.

## **13. BUSINESS OF MEETINGS**

### **(a) Attendance Register at meetings**

Members of the Academic Senate attending a meeting shall sign in a Register kept for the purpose before they take their places at the meeting.

### **(b) Seating of members**

The members shall sit in such order as the Vice-Chancellor may decide.

### **(c) Order of Business**

At every meeting of the Academic Senate, the following shall be the order of business:

- i. Confirmation of the minutes of the previous meeting, if required;
- ii. The answering of questions, if any, for such time as will be necessary, not exceeding in any case one hour at each sitting at the discretion of the Chairperson;
- iii. Business brought forward by the Executive Council;
- iv. Business brought forward by the Vice-Chancellor;
- v. Business brought forward by the Faculties and the Boards of Studies; and
- vi. Business brought forward by the members of the Academic Senate.

## 14. GENERAL

- (a) A member *may be allowed to* speak *on* the relevant issue under consideration. The Chairperson may direct a member who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate, to discontinue his speech.

### **(b) Regulatory Powers of Chairperson**

The Chairperson shall regulate discussion on any matter and may call any member to order where necessary in the course of a discussion on any agenda item/resolution/issue.

### **(c) Powers of the Chairperson to maintain order**

Where a member is found to be repeatedly obstructing the proceedings of the Academic Senate or his acting detrimental to the interests of the University, he may take the consensus of the members for the suspension of the member from the meeting for the rest of the day.

If any member of the Academic Senate is found to be acting detrimental to the interests of the University, the Vice-Chancellor shall, on sufficient cause, recommend to the Government his/her removal from the membership of the Academic Senate.

### **(d) Minutes of the Meeting**

The minutes of all proceedings of each meeting of the Academic Senate shall be signed by the Chairperson of the meeting. The Registrar shall, under the direction of the Vice-Chancellor, send by post ordinarily within two weeks after a meeting, a printed copy of the minutes of that meeting, signed by the Chairperson, to each member of the Academic Senate.

### **(e) Confirmation of the Minutes**

The minutes of the Academic Senate meeting shall be prepared within seven (7) working days from the date of the meeting by the Registrar and submitted to the Vice-Chancellor for approval. The approved minutes of the meeting shall be circulated to all the members of the AS for confirmation. If no reply is received within ten days from the date of dispatch, the minutes are deemed to have been confirmed.

If a member of the AS records his dissent to any resolution adopted at the meeting of the AS before the confirmation of the Minutes, the Vice-Chancellor, at his/her discretion, may circulate the resolution dissented to for re-confirmation / approval / information among the members.

#### **15. FURTHER DETAILS IN PROCEDURE**

If the Academic Senate finds it necessary, it may provide for additional procedures, if any, for making appropriate Regulations.

In exercise of the powers conferred by sub-sections (16) (18) (19) and (31) of Section 19 read with (d) of Section 51 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Statute, relating to affiliation / recognition of Colleges and Institutions of the Yogi Vemana University, Kadapa.

**1. COMPETENT AUTHORITY TO GRANT / WITHDRAW AFFILIATION / RECOGNITION / PERMISSION:**

The Executive Council, in consultation with the Academic Senate, shall have the power to:

- (a) Grant affiliation to a College, which was accorded approval / permission by the competent authority, for providing a course or courses of study qualifying the students to University Degrees / Diplomas. Once the College is affiliated, permission may be granted separately for each course / subject / combination of subjects;
- (b) Accord recognition to Government or quasi Government Institutions for imparting instruction and guidance to students for a degree / diploma under a Memorandum of Understanding with the University;
- (c) Accord recognition to reputed and well established R&D institutions for preparing the students for a research degree (~~M-Phil~~ / Ph.D.), under the latest Regulations as approved by the UGC by a Memorandum of Understanding with the University;
- (d) Withdraw affiliation / recognition / permission granted to a College / Institution / course / subject / combination of subjects, for violation of rules / conditions of affiliation / recognition / permission, and for such other actions / incidents that damage the reputation of the University / Government.

**2. PROVISIONAL AFFILIATION TO COLLEGES AND PERMISSION FOR COURSES / COMBINATION OF SUBJECTS, ETC.**

- (a) The University shall notify every year in the month of November / December, the fees and the schedule of dates for receiving, processing, and finalization of applications for granting affiliation to Colleges and permission to run Courses / Combination of Subjects for the ensuing academic year. The University shall examine the applications received, complete the process of affiliation and

permissions within four (4) months from the last date of receiving the applications, and communicate its decision to the concerned parties not later than 31st May, so that the Colleges which have been granted affiliation and permission to run courses / combinations of subjects will be prepared to offer the courses in the ensuing academic year.

- (b) The Chairman / Secretary / Correspondent of the notified College (and in case of Government Colleges the appropriate authority representing the Government) only can apply for affiliation, provided that the Society / Trust / such other competent body seeking affiliation for the College is financially sound to fulfill the conditions stipulated from time to time by the Government, University and any other statutory bodies, with regard to Land, Corpus Fund, Accommodation, Furniture, Laboratory Equipment, Computer Facilities, Library Books, Salaries etc. The Society / Trust / such other body shall have to furnish the details of its funds and sources of income, along with supporting evidence, from which it proposes to meet the expenditure.
- (c) The University ~~will~~ shall accept the application for affiliation from a College, provided it is accompanied by an electronic version of the scanned copy of the application and all other supporting documents (in CD / pen drive).
- (d) The University may reject the applications for affiliation / permission summarily if the College does not conform to the notified guidelines and requirement of affiliation/permission. Once an application is rejected, the College shall not be considered again for the same academic year.
- (e) In case of those applicants who complied with the notified guidelines and requirements of affiliation/permission, the University ~~will~~ shall cause an inspection of the proposed College for verifying the information provided by the applicant and for assessing the feasibility of the request / proposal.
- (f) For the purpose of affiliation / permission, the Inspection Committee shall consist of the following:
  - i. Dean / Expert of the Faculty concerned ... Chairman
  - ii. Head of the Department / School concerned ... Member
  - iii. Nominee of the Higher Education Department / APSCHE ... Member
  - iii. Dean, CDC ... Member-Convener

If any of member(s) mentioned above is (are) unable to serve on the Committee for valid and approved reasons, the Vice-Chancellor ~~will~~ shall make necessary and suitable substitute arrangements. Whenever some technical help is needed

for the Committee, the Vice-Chancellor may nominate persons for the purpose. If the permission sought is for more than one Course / Combination, a combined Inspection Committee may be constituted by including the Deans and Heads of the Departments of relevant disciplines concerned. The Vice-Chancellor shall nominate one of the Deans, as the Chairman of such a Committee.

- (g) After visiting the proposed College, verifying the information provided in its application for affiliation, and assessing the feasibility of the applicant's request, the Inspection Committee shall submit, within one week from the date of inspection, a report in the prescribed pro-forma along with its recommendation, to the ~~Registrar~~ **Dean , College Development Council** of the University who shall submit the Inspection Committee Report to the Academic Senate / Standing Committee of the Academic Senate and the Executive Council, as soon as possible, for its consideration and decision.
- (h) The Report of the Inspection Committee for provisional / permanent affiliation / sanction of courses / combination shall be placed on the website of the University.
- (i) Affiliation to a College / permission to run a Course / Combination of Subjects granted by the University shall be provisional and is valid for one academic year only. The College will have to apply for and seek extension of affiliation / permission for each academic year. The College shall fulfill the conditions, if any, stipulated by the University while issuing the affiliation / permission orders, and submit the compliance report with documentary evidence within the prescribed time limit, failing which the College shall be disqualified for renewal of the provisional affiliation / permission for the next year. The University may appoint, if necessary, a Committee to verify the compliance report submitted by the College.
- (j) When the applicant College is unable to start the College / Course / Combination of subjects in the academic year for which provisional affiliation / permission has been granted, the provisional affiliation / permission stands cancelled automatically.
- (k) Every College with provisional affiliation / permission shall pay the prescribed annual affiliation fees, and such other fees as levied by the University, based on the number of courses permitted and the ceiling strength thereon, before the prescribed date.
- (l) A provisionally affiliated College shall apply to the University, on or before 30th December of each year, for extension of affiliation / permission by submitting a renewal application along with relevant documents, prescribed fee,

and academic progress of the previous year. The University shall process the renewal applications in the prescribed proforma before 30<sup>th</sup> April.

- (m) An affiliated college shall not be eligible for provisional affiliation beyond five years from the year of initial affiliation if the college does not fulfill the prerequisites prescribed by the A P Education Act, University Grants Commission and the University, with regard to land ownership, permanent buildings, play grounds etc.

### **3. PERMANENT AFFILIATION OF COLLEGES:**

- (a) A College having provisional affiliation for five consecutive years is eligible to apply for permanent affiliation, provided the College has fulfilled the conditions stipulated, from time to time, by the Government, the University and any other statutory bodies, for this purpose.
- (b) The application for permanent affiliation shall be submitted in the prescribed proforma along with the relevant documents and fees, six months before the expiry of the existing provisional affiliation.
- (c) The University shall process the application for permanent affiliation as per the clause 2(f) above. The Inspection Committee constituted for the purpose of permanent affiliation shall submit a comprehensive and specific report in the prescribed proforma about the academic, administrative, financial aspects of the College, besides the extent of compliance with the recommendations made earlier by the University for the academic improvement in the College.
- (d) For the purpose of permanent affiliation, the Inspection Committee shall consist of the following and will be appointed by the Executive Council:
  - i. Dean / Expert of a Faculty ... Chairman
  - ii. A senior Professor of the University ...  
Member
  - iii. Nominee of the Higher Education Department/APSCHE ... Member
  - iv. Dean, CDC ... Member-  
Convener
- (e) If an application for permanent affiliation is not considered favourably, the same may be deemed to be an application for renewal of provisional affiliation for that academic year.
- (f) The College, which has been granted permanent affiliation, shall pay the prescribed annual affiliation fees each year and such other fees as levied by the

University based on the number of courses permitted, and the ceiling strength thereon, before the prescribed date.

- (g) The University shall inspect and review, once in five years or earlier, every affiliated College with permanent affiliation, to ensure maintenance of academic standards and quality enhancement in the College with regard to infrastructure facilities, financial viability, classroom training, teaching staff, library, and other related matters. The University may direct any College so inspected to take remedial action within a stipulated period.
- (h) The University shall withdraw permanent affiliation to any College for proven violation of rules/conditions of permanent affiliation and also for non-compliance of any directions from the University. Such College will be treated as under provisional affiliation for that academic year.

#### **4. RECOGNITION OF COLLEGES / INSTITUTIONS AS RESEARCH CENTRES FOR OFFERING ~~M-Phil~~ / Ph.D. PROGRAMMES:**

- (a) A reputed institution of the Government or a quasi-Government Institution situated in the jurisdictional area of the University, as specified in Schedule-I, is eligible to apply for University recognition, for conducting research programmes by entering into a Memorandum of Understanding (MoU) for the purpose to the University.
- (b) Colleges with permanent affiliation / National Research Laboratories and / or Institutes / Reputed Industrial establishments with accredited R & D Laboratories, are eligible to apply for University recognition as a Centre for conducting Research Programmes leading to ~~M-Phil~~ / Ph.D. degree in a subject / subjects approved by the University;
- (c) National Research Laboratories and / or Institutes / Reputed Industrial establishments / Government and quasi-Government institutions with accredited R & D Laboratories, which are situated outside the jurisdictional area of a University are also eligible to apply for University recognition as a Centre for conducting Research Programmes leading to ~~M-Phil~~ / Ph.D. degree in a subject / subjects approved by the University provided the same is permitted by the Governments concerned / statutory bodies;
- (d) The guidelines for eligibility, method of applying, processing of the application and other general rules and regulations for recognition of Colleges / Institutes as Centers for conducting Research Programmes shall be devised by the University separately for each programme, on request from the college / institution concerned.

- (e) Recognition of a College / Institute as a Centre for conducting Research Programmes is provisional and is based on the recommendation of a Committee constituted for the purpose by the Vice-Chancellor. Provisional recognition is valid for three academic years, and should be renewed after three years based on the progress.
  - (f) Provisional recognition may be granted to a College provided it satisfies the requirement of availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per the UGC Regulations for Minimum Standards and Procedure for Award of ~~M-Phil~~ and Ph.D. Degrees, ~~2016~~ **in vogue**.
  - (g) Post-graduate Departments of Colleges, Research laboratories of Government of India / State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations are eligible to be considered.
  - (h) In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply are an important requirement.
  - (i) In addition, library resources including latest books, Indian and International journals, e-journals, adequate space for research scholars in the Department / library for reading, writing and storing study and research materials are also necessary.
  - (j) Admission of students to ~~M-Phil~~/Ph.D. programmes in Colleges / Institutions recognized as Centres for conducting Research Programs will be made by the University as per the regulations in vogue.
- 5. (a)** All the Colleges / Institutions that are affiliated / recognized by the University shall comply with the Rules, Regulations, Ordinances, Statutes, standing orders or directions issued by the University, from time to time. Colleges / Institutions that are found to violate the rules, regulations, ordinances, statutes, standing orders or directions of the University are liable for de-recognition.
- (b)** Any distortion / tampering / misrepresentation of facts by Committees / Colleges / Institutions, during and / or after the inspection, will be treated as misconduct and invites punitive action by the competent authority of the University.

In exercise of the powers conferred under clause (j) of Section 51 read with clause (16) of Section 5 and clause (d) of Sub Section (2) of Section 25 of the A.P. Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of Teaching and Research Departments, under each Faculty of Yogi Vemana University, Kadapa.

This Statute shall contain the formalities required for establishing a new teaching Department or a Research Centre:

1. The proposal to establish a new Department / Research Centre shall be made by the relevant Board of Studies. After approval by the Board of Studies, the matter shall be placed before the Academic Senate which, after satisfying itself that that adequate academic and physical infrastructure is available, may recommend such establishment to the Executive Council.
2. The recommendation of the AS shall be placed before the EC for its approval. The EC before approving the establishing a new Department / Research Centre, shall also take into account the financial feasibility of the proposal.
3. After approval of by the EC, the new Department / Research Centre shall be started in the University from the ensuing Academic year, after completing the teacher recruitment, if any, well in advance.

In exercise of the powers conferred by clause (j) of Section 51 read with clause (e) of Sub-section (2) of Section (25) read with sub-section 5 (iii) and (29) of Section (19) of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Statute in respect of Institution and Classification of Teaching Posts - Method of Appointment and Duties of Teachers, and thereof.

1. The Executive Council shall have the power to determine, from time to time, the subjects for which the teaching posts (Professor / Associate Professor / Assistant Professor) are required, and to institute them;
2. The University teachers shall be of the following three categories, and / or any other category approved by the UGC / State Government / Executive Council:
  - (a) Professor;
  - (b) Associate Professor; and
  - (c) Assistant Professor.
3. The vacant posts of teachers, and their equivalent categories, if any, in the University shall be filled on all India basis by advertisement in national level newspapers and in the university website;
4. The qualifications and selection criteria prescribed by the UGC Regulations from time to time shall be followed in the recruitment / promotion of University teachers.
5. As defined, University teachers, viz., Professors, Associate Professors, Assistant Professors, and such other category of posts declared equivalent to teachers by the Executive Council, should be appointed on the recommendations of a Selection Committee constituted as per the provisions of the Act and any other guidelines / regulations issued by the University Grants Commission / State Government from time to time.
6. The duties of a Professor, Associate Professor and Assistant Professor shall be to:
  - (a) teach, train, and guide the students and research scholars in their subjects of study, and support them academically in their **progress**;
  - (b) engage in research and publish in accredited and refereed journals;
  - (c) involve in extension activities, approved by the University;

- (d) carry out such other academic, examination and / or University administrative work as may be assigned by the Head of the Department / Chairperson, Board of Studies / ~~Dean~~/Principal / ~~Dean~~/ Vice-Chancellor;
- (e) It shall be a duty of every teacher to disseminate the knowledge he/she has acquired in his/her subjects to all his/her students. He/she should keep abreast of the latest books, learned articles in journals, *etc.*, in his/her subject, digest the information therein, and use it in the class either for lecturing or tutorials or discussions or seminar sessions.
- (f) Teachers should carefully prepare themselves ~~himself~~ for ~~his~~ their daily works in the class and the laboratory and employ suitable techniques for teaching. ~~He~~ They should provide an outline of ~~his~~ their lecture along with suggestive reading material to the students. It should be ~~his~~ their constant endeavour to continuously acquire new knowledge which alone will make ~~him~~ them through and through a specialist in ~~her~~ their field, *i.e.*, ~~he~~ they should be life-long student.
- (g) It shall also be a teacher's duty to discover new knowledge, for which he/she must constantly engage ~~himself~~ in research. ~~He~~ They should encourage ~~his~~ their research students to do research and guide them to properly use new techniques and suitable methodology.
- (h) It shall be the teacher's duty to acquaint himself/herself with and make use of the latest pedagogical and technology tools in his/her transactions in the classroom.
- (i) A teacher shall maintain high professional standards. A teacher's research publications, ~~his~~ writings, ~~his~~ skills, and ~~his~~ behaviour should set the pattern for the students to emulate. It shall be his/her endeavour not to resort to plagiarism and discourage it in his/her students.
- (j) A teacher is normally expected to constantly pursue academic excellence, and have human sympathy, interest in work and environment.
- (k) A teacher shall, when called upon, perform such functions as may be assigned by the authorities, like the conduct of examinations, administration of the institution, running of the hostels, NSS, and other units of the university, and organization of extension, outreach, and consultancy activities, and contribute to the corporate life of the campus.
- (l) A teacher shall strictly conform to the working hours of the university / departments prescribed, maintain punctuality and regularity, and shall be present sufficiently in advance to conduct his/her academic activities / class / laboratory work / assigned duty.
- (m) A teacher shall attend ~~his~~ lecture classes and laboratory sessions as per the Time-Table prescribed and shall maintain a teacher's diary wherein to record ~~his~~ classroom transactions and the coverage of the syllabus items assigned to ~~him~~.
- (n) The model code of conduct supplied by the UGC shall be applicable for all teachers of a University.



In exercise of the powers conferred by clause (e) of Section 51 of the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991) the Executive Council hereby makes this Statute in respect of holding of Convocation for conferring Degrees, Diplomas and Gold Medals:

**1. THE CONVOCATION:**

- (a) Convocation for the purpose of conferring Degrees and award of Diplomas, Medals, Prizes concerning such Degrees, shall ordinarily be held every year in the month of December / January. However, a Special Convocation may also be held at such other times as may be found necessary or convenient. The actual date and time of the Convocation in each case shall be fixed by the Executive Council, subject to the Chancellor's approval.
- (b) The Chancellor shall preside over the Convocation. In the absence of the Chancellor, the Vice-Chancellor shall preside.
- (c) The Degrees conferred and Diplomas awarded by the University at the Convocation shall be those as approved by the Executive Council and Academic Senate.
- (d) Not less than thirty (30) days notice shall ordinarily be given by the Registrar, under the direction of the Vice-Chancellor, for an ordinary Convocation. However, a short notice of a period possible, as decided by the Vice-Chancellor, is sufficient for a special Convocation.

**2. AWARD OF DEGREES & DIPLOMAS:**

- (a) Candidates shall submit their application to the Controller of Examinations for admission to degree and / or diploma in the prescribed form with fee, at least 30 days before the date fixed for the Convocation.
- (b) Every candidate who has studied in University College(s) and qualified for a Degree or Diploma shall receive the same at the Convocation either in person or in absentia. It shall, however, be competent for the Vice-Chancellor, to confer on candidates who are declared eligible for the award of their respective Degrees or Diplomas. All such cases shall be reported to the succeeding Convocation.
- (c) Any candidate who, having applied as a candidate for a degree in person at Convocation but failed to appear at that occasion, can obtain the Degree or Diploma or title on payment of penal fee as prescribed by the University.

- (d) Every candidate who has studied in a College / Institution affiliated to or recognized by the University and qualified for a degree or diploma or title shall receive the same either in person or in absentia at a special function held after the Convocation at the College concerned, which has prepared and presented him / her for the final / qualifying examination concerned.
- (e) Degrees or Diplomas may be awarded posthumously, on application, to such representative of the eligible and deceased candidates, as may be approved by the Vice-Chancellor. The Vice-Chancellor's choice of the representative of the deceased is final.
- (f) The Degrees and Diplomas of the University shall be valid only if they (a) bear security features and seal of the University, (b) are signed by the Controller of Examinations / Registrar in case of Degrees and Diplomas other than the Research Degrees, (c) are signed by the Vice-Chancellor in the case of Research Degrees, and (d) are signed by the Chancellor or Vice Chancellor who ~~prescribed~~ preside over the convocation in case of Honorary Degrees.
- (g) The Vice-Chancellor may, with the approval of the Executive Council, recommend a panel of eminent persons to the Chancellor to invite one of among them as the Chief Guest to deliver the Convocation Address.
- (h) The Vice-Chancellor may, at a meeting of the Executive Council, move the proposal for conferment of an honorary degree / title such as LLD, D Lit., DSc., Kalaprapoorna, Kreedaprapoorna etc., upon a person who has rendered outstanding service to society at large by reason of his/her eminence and attainment or by virtue of his / her contribution to knowledge, or for his / her distinguished service to the cause of education, science and technology, health, fine arts, games and sports, or any other public services. Honorary Degrees shall be conferred with the approval of the Chancellor and only at the Convocation in person.

### **3. THE PROCEDURE:**

- (a) The Executive Council shall, from time to time, lay down the procedures to be followed at the Convocation by an ordinance.
- (b) The Chancellor, the Vice-Chancellor, the Rector, the Chief Guest, recipients of Honorary Degrees, Registrar, Deans / Chairpersons of the Faculties, and members of the Executive Council / Academic Senate shall wear the academic robes/**ethnic attire** prescribed and assemble at the place allotted for supplication of Graces at the appointed hour. Arrangements shall be made on the dais in the Assembly of Graces for the seating of the Chancellor, the Vice-Chancellor, the Rector, and the Registrar, with the Chancellor seated at the centre. The Chief Guest, the recipients of the

Honorary Degrees, the Deans / Chairpersons of the Faculties and other members of the Executive Council shall be seated opposite to the Chancellor.

- (c) The Graces of the Executive Council for admission of the candidates to the several Degrees shall be supplicated in the alphabetical order of the Faculties by the Dean of the Faculty concerned. In the absence of the Chairperson of any Faculty, the Grace shall be supplicated by the person authorized by the Vice-Chancellor.
- (d) The formula to be used for each Grace shall mutatis mutandis be as follows:

“Mr. Chancellor, I move that a Grace of the Executive Council be passed on those persons whom the Executive Council on the reports of the Examiners has certified to be qualified for the degree of .....and they be admitted to that degree”.
- (e) Whereupon the Chancellor shall put the question, “Doth it please you that this Grace be passed?” and the Executive Council assenting, the Chancellor shall say: “This Grace is passed”.
- (f) When all the Graces have been passed, the Chancellor, the Vice-Chancellor, the Chief Guest, the recipients of the Honorary Degrees, Chairpersons of the Faculties and members of the Executive Council and the Registrar shall proceed in procession in pairs to the hall in which the Degrees are to be conferred.
- (g) The Chancellor’s chair on the dais in the Convocation Hall shall be arranged in such a way that it is slightly in advance in the row of chairs where he is seated. The Chancellor shall be at the centre of the row and he is flanked on the left side by the Vice-Chancellor and on the right side by the Chief Guest / Rector. The Chief Guest shall be seated next to the Vice-Chancellor, the recipients of Honorary Degrees on either side next to the Chief Guest and Rector. The Registrar shall be seated at the right side end. The Deans / Chairpersons of the Faculties and the members of the Executive Council shall be seated in the second and third rows behind leaving full space for the presentation of the candidates.
- (h) The candidates shall wear the gowns, hoods, and academic caps / turbans / fezzes pertaining to the respective Degrees and shall be seated opposite to the Chancellor.
- (i) On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Vice-Chancellor, Chief Guest, recipients of Honorary Degrees, Dean / Chairpersons of the Faculties, members of the Executive Council, and the Registrar have taken their seats.
- (j) The Chancellor, Vice-Chancellor, Chief Guest, recipients of Honorary Degrees, Deans / Chairperson of the Faculties, members of the Executive Council and the Registrar having taken their places, the Chancellor shall say :

“The Convocation of **Yogi Vemana** University has been called to confer Honorary Degrees and other academic distinctions on persons upon whom the Executive Council has decided to confer them and Degrees upon the candidates who have been certified worthy of these Degrees. Let the candidates be **now** presented.”

- (k) Honorary Degrees, if any, shall be conferred immediately after the opening of the Convocation. The recipient(s) of such degree shall be presented ordinarily by the Vice-Chancellor who shall make a recital of the recipient’s qualifications and achievements of excellence. The recipient of the Honorary Degree shall remain standing when the citation is read.
- (l) The Chancellor or the Vice-Chancellor, in presenting the Honorary degree, shall say to the recipient:-

“By virtue of the authority vested in me as the Chancellor (or Vice-Chancellor) of the **Yogi Vemana** University, I admit you to the degree of ..... (Honoris Causa) of this University on account of your eminent position and attainments, and in token thereof you have been presented with this degree, and I authorize you to wear the Robes ordained as the insignia of your degree”.

Then he/she shall retire to his/her seat. Afterwards, the other Degrees will be conferred as per the procedure laid down for convocation.

In exercise of the powers conferred by sub-section (17) of Section 19 read with sub-sections (d) and (j) of section 51 of the Andhra Pradesh Universities Act 4 of 1991, and amendments made thereon, the Executive Council hereby makes the following Statute in respect of conditions and procedures to be followed by the **Yogi Vemana University, Kadapa** for Conferment of autonomy or its withdrawal on any college under its jurisdiction.

**1. ELIGIBILITY:**

- (a) Affiliated Colleges with not less than ten years of standing and recognized by the University Grants Commission under Sections 2(f) and 12(B) of the University Grants Commission Act, 1956, and accredited by NAAC with a minimum of “**B A**” Grade only are eligible to apply for the conferment of the status of autonomy.
  - (b) The following criteria shall be followed for identification of institutions for grant of autonomy:
    - i. Academic reputation and previous performance in University examinations and its academic / co-curricular / extension activities in the past;
    - ii. Academic / extension achievements of the faculty;
    - iii. Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard;
    - iv. Adequacy of infrastructure, equipment, laboratories, library, accommodation for academic activities, etc.;
    - v. Quality of institutional management;
    - vi. Financial resources provided by the management / State Government / UGC for the development of the institution;
    - vii. Responsiveness of the administrative structure;
    - viii. Motivation and involvement of faculty in the promotion of innovative reforms;
  - (c) The Executive Council may confer the status of autonomy upon a College with the concurrence of the University Grants Commission.
- 2.** The application for autonomous status by the College, the screening of the application for autonomous status shall be as prescribed by the UGC and ordinances of the University.

### **3. CONFERMENT OF AUTONOMOUS STATUS:**

- (a) The recommendations of the Screening Commission shall be considered by the Executive Council. If it decides to pursue the matter further, it shall place the matter before the Academic Senate, if it is in session, or before the Standing Committee of the Academic Senate, for consideration and necessary recommendations to the Executive Council for the conferment of the status of autonomy on the Affiliated College.
- (b) On the recommendations of the Academic Senate or the Standing Committee of the Academic Senate as the case may be, the Executive Council shall, in consistence with the recommendations of the ~~University Grants Commission (UGC)~~ and subject to such conditions, if any, as may be laid down by it, confer the autonomous status on the Affiliated College.
- (c) In the event of the conditions stipulated by UGC and the Executive Council not being fulfilled within the time and manner specified, such autonomy shall lapse and a fresh application on the part of the management of the college shall be necessary.

### **4. COMMITTEES IN AN AUTONOMOUS COLLEGE:**

- (a) The College shall have the following Committees to ensure proper management of academic, financial, and general administrative affairs.

The following are the statutory bodies in an autonomous college:

- i. Governing Body
- ii. Academic Council
- iii. Board of Studies
- iv. Finance Committee

The composition and functions of the above Committees shall be as per the provisions made by the ~~University Grants Commission~~ UGC.

- (b) The College shall, in addition, have other Committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra Curricular Activities Committee, Anti-Ragging Committee, and Academic Audit Committee.
- (c) An autonomous college shall prepare a calendar for the meetings of the various bodies to ensure that the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening of such meetings.

- (d) The management of the Autonomous College shall send to the Registrar at the beginning of the each academic year the general programme of the meetings of the Governing Body, the Academic Council, the Boards of Studies, and the Finance Committee, to be held in the year and the minutes thereof shall be sent to him/her within a fortnight of the meetings.
5. The extent, conditions of further extension and revocation of autonomy shall be in conformity with the UGC stipulation in this behalf and the ordinances of the University concerned.

**STATUTE  
No. 27**

**AUTHORITIES OF THE UNIVERSITY**

In exercise of the powers conferred under clause (j) of Section 51 of A.P. Universities [Act 4 of 1991](#), the Executive Council hereby makes this Statute declaring the authorities of [Yogi Vemana University, Kadapa](#) under Clause (v) of Section 17 of the Act.

The following bodies are hereby declared as Authorities of the University in addition to those which are already included in the University Act. These authorities shall function as per the statutes prescribed for each of them:

- i. College Development Council (CDC)
- ii. Internal Quality Assurance Cell (IQAC)
- iii. Planning and Monitoring Board (PMB)
- iv. Standing Committee of Academic Senate (SAS)

In exercise of the powers conferred under Clause (j) of Section 51 of A.P. Universities [Act 4 of 1991](#), the Executive Council hereby makes this Statute declaring the Officers of the [Yogi Vemana University, Kadapa](#) under Clause (vii) of section 9 of the Act.

The following positions are hereby declared as Officers of the University in addition to those which are already included in the University Act. These officers will function as per the Statutes prescribed to each of them:

- i. Dean / Chairperson of the Faculties
- ii. Head of the Teaching Department
- iii. Dean, College Development Council
- iv. Director, IQAC

In exercise of the powers conferred under Clause (g) of Section 51 of A.P. Universities [Act 4 of 1991](#), the Executive Council hereby makes this Statute declaring the Officers of the [Yogi Vemana University, Kadapa](#) under Clause (vii) of section 9 of the Act.

1. The Registrar shall maintain a Register of Registered Graduates.
2. The persons who are Graduates of the University after graduation shall be entitled to have their names entered in the Register of Graduates, and will continue to be Registered Graduates for life. For this purpose, the day of the Convocation on which a person is admitted to his / her degree either in person or in absentia shall be considered the day on which he / she has graduated or taken his/**her** Degree.
3. (a) Any Graduate who wishes to register himself / herself as a Registered Graduate of the University shall apply in the prescribed form to the Registrar and pay the fee prescribed by the University from time to time which will entitle him / her to have his / her name entered and retained in the Register for life.  
  
(b) The Register of Registered Graduates shall be revised, corrected, and brought up-to-date on 1st July of each year. For this purpose, the Register shall be closed from 1st June to 30<sup>th</sup> June each year and no entries shall be made during those days.

A Committee of five members from among the Academic Senate of the University, and appointed by the Executive Council, will revise the list of Registered Graduates every year.

- (c) Every applicant, for registration as a Registered Graduates, shall furnish his / her permanent address and e-mail ID. Communications, if any, will be sent by e-mail.
- (d) It is the duty of the Registered Graduate to inform the Registrar of the University where they have graduated of any change of address.